

# INTERNAL SERVICES AGENCY

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# CAPITAL CONSTRUCTION

# 3100000

## SCHEDULE:

COUNTY OF SACRAMENTO  
STATE OF CALIFORNIA  
County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION  
DEPARTMENT HEAD: Michael Morse

CLASSIFICATION

FUNCTION: GENERAL

ACTIVITY: Plant Acquisition

FUND: CAPITAL CONSTRUCTION

SCHEDULE 9

BUDGET UNIT FINANCING USES DETAIL

FISCAL YEAR:2009-10

Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
<b>SUMMARY OF APPROPRIATIONS</b>					
<b>FUND CENTER 3103101 BRADSHAW COMPLEX</b>					
Services & Supplies	-571,795	877,660	1,100,000	200,000	200,000
Other Charges	634,306	2,146,008	225,109	71,171	71,171
Improvements	475,450	145,102	500,000	125,000	25,000
Subtotal	537,961	3,168,770	1,825,109	396,171	296,171
Interfund Reimbursement	-429,845	-289,167	-1,500,000	0	0
Net Total	108,116	2,879,602	325,109	396,171	296,171
<b>FUND CENTER 3103102 ADMINISTRATION CENTER</b>					
Services & Supplies	329,561	347,643	619,200	346,849	346,849
Improvements	573,816	219,753	500,000	300,000	200,000
Subtotal	903,377	567,396	1,119,200	646,849	546,849
Interfund Reimbursement	0	-137,645	-1,000,000	0	0
Net Total	903,377	429,751	119,200	646,849	546,849
<b>FUND CENTER 3103103 COURTHOUSE</b>					
Services & Supplies	65,955	183,403	100,000	120,000	120,000
Improvements	0	487,770	50,000	50,000	50,000
Subtotal	65,955	671,173	150,000	170,000	170,000
Interfund Reimbursement	0	-543,439	0	0	0
Net Total	65,955	127,734	150,000	170,000	170,000
<b>FUND CENTER 3103104 NEW JUVENILE COURTHOUSE</b>					
Services & Supplies	611,190	103,455	50,000	0	0
Improvements	2,325,223	71,837	0	0	0
Subtotal	2,936,413	175,292	50,000	0	0
<b>FUND CENTER 3103105 CAROL MILLER JUSTICE CENTER</b>					
Services & Supplies	56,139	65,427	0	0	0
Improvements	47,334	120,932	0	0	0
Subtotal	103,473	186,359	0	0	0
Interfund Reimbursement	0	-102,980	0	0	0
Net Total	103,473	83,379	0	0	0

# CAPITAL CONSTRUCTION

# 310000

COUNTY OF SACRAMENTO  
STATE OF CALIFORNIA  
County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION  
DEPARTMENT HEAD: Michael Morse

CLASSIFICATION  
FUNCTION: GENERAL  
ACTIVITY: Plant Acquisition  
FUND: CAPITAL CONSTRUCTION

SCHEDULE 9  
BUDGET UNIT FINANCING USES DETAIL  
FISCAL YEAR:2009-10

Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
<b>FUND CENTER 3103108 PRELIMINARY PLANNING</b>					
Services & Supplies	1,882,905	1,497,015	1,512,406	1,334,288	1,174,288
Improvements	58	45,187	0	0	0
Subtotal	1,882,963	1,542,202	1,512,406	1,334,288	1,174,288
Interfund Reimbursement	-48,325	-149,567	0	0	0
Net Total	1,834,638	1,392,635	1,512,406	1,334,288	1,174,288
<b>FUND CENTER 3103109 901 G STREET BUILDING (OB#2)</b>					
Services & Supplies	131,212	18,186	50,000	25,000	25,000
Improvements	325,401	6,653	50,000	25,000	25,000
Subtotal	456,613	24,839	100,000	50,000	50,000
Interfund Reimbursement	0	-14,989	0	0	0
Net Total	456,613	9,850	100,000	50,000	50,000
<b>FUND CENTER 3103110 MAINTENANCE YARD</b>					
Services & Supplies	276,002	949,034	50,000	10,000	10,000
Other Charges	86,497	115,329	115,335	115,329	115,329
Improvements	35,593	9,440	50,000	10,000	10,000
Subtotal	398,092	1,073,803	215,335	135,329	135,329
Interfund Reimbursement	0	-5,707	0	0	0
Net Total	398,092	1,068,096	215,335	135,329	135,329
<b>FUND CENTER 3103111 MISC ALTERATIONS &amp; IMPROVEMENTS</b>					
Services & Supplies	519,062	822,945	936,249	902,287	852,287
Other Charges	30,719	32,339	5,500	50,000	50,000
Improvements	0	0	40,000	0	0
Subtotal	549,781	855,284	981,749	952,287	902,287
Interfund Reimbursement	-1,861	0	0	0	0
Net Total	547,920	855,284	981,749	952,287	902,287
<b>FUND CENTER 3103112 BRADSHAW ADMINISTRATION BUILDING (OB #3)</b>					
Services & Supplies	3,073,079	444,778	75,000	50,000	50,000
Other Charges	0	0	278,810	278,807	278,807
Improvements	943,478	0	100,000	25,000	25,000
Subtotal	4,016,557	444,778	453,810	353,807	353,807
Interfund Reimbursement	-1,246,804	-4,960	0	0	0
Net Total	2,769,753	439,818	453,810	353,807	353,807

COUNTY OF SACRAMENTO  
 STATE OF CALIFORNIA  
 County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION  
 DEPARTMENT HEAD: Michael Morse

CLASSIFICATION  
 FUNCTION: GENERAL  
 ACTIVITY: Plant Acquisition  
 FUND: CAPITAL CONSTRUCTION

SCHEDULE 9  
 BUDGET UNIT FINANCING USES DETAIL  
 FISCAL YEAR:2009-10

Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
<b>FUND CENTER 3103113 CLERK-RECORDER BUILDING</b>					
Services & Supplies	36,938	0	25,000	90,000	90,000
Improvements	46,076	3,553	25,000	220,000	220,000
Subtotal	83,014	3,553	50,000	310,000	310,000
Interfund Reimbursement	-41,784	0	0	0	0
Net Total	41,230	3,553	50,000	310,000	310,000
<b>FUND CENTER 3103114 799 G STREET BUILDING</b>					
Services & Supplies	318,168	549,772	500,000	500,000	350,000
Improvements	0	1,992,671	700,000	500,000	400,000
Subtotal	318,168	2,542,443	1,200,000	1,000,000	750,000
Interfund Reimbursement	0	0	-1,000,000	0	0
Net Total	318,168	2,542,443	200,000	1,000,000	750,000
<b>FUND CENTER 3103115 ANIMAL CARE FACILITY</b>					
Services & Supplies	2,998,849	1,566,534	2,252,000	150,000	150,000
Other Charges	450	0	0	0	0
Improvements	8,486,194	7,837,580	2,000,000	50,000	50,000
Subtotal	11,485,493	9,404,114	4,252,000	200,000	200,000
Interfund Reimbursement	-9,290,702	-9,237,340	-4,200,000	-200,000	-200,000
Net Total	2,194,791	166,774	52,000	0	0
<b>FUND CENTER 3103124 GENERAL SERVICES FACILITY</b>					
Services & Supplies	18,250	38,785	75,000	50,000	50,000
Other Charges	0	0	89,700	89,693	89,693
Improvements	0	0	100,000	50,000	0
Subtotal	18,250	38,785	264,700	189,693	139,693
Interfund Reimbursement	-8,044	0	0	0	0
Net Total	10,206	38,785	264,700	189,693	139,693
<b>FUND CENTER 3103125 B.T. COLLINS JUVENILE CENTER</b>					
Services & Supplies	3,996,060	4,242,767	6,933,698	5,875,900	5,875,900
Other Charges	450	0	0	0	0
Improvements	17,346,960	21,195,923	7,000,000	2,640,000	2,640,000
Subtotal	21,343,470	25,438,690	13,933,698	8,515,900	8,515,900
Interfund Reimbursement	-20,241,618	-23,931,875	-13,500,000	-8,500,000	-8,500,000
Net Total	1,101,852	1,506,815	433,698	15,900	15,900

# CAPITAL CONSTRUCTION

# 310000

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STATE OF CALIFORNIA  
County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION  
DEPARTMENT HEAD: Michael Morse

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FUNCTION: GENERAL

ACTIVITY: Plant Acquisition

FUND: CAPITAL CONSTRUCTION

SCHEDULE 9

BUDGET UNIT FINANCING USES DETAIL

FISCAL YEAR:2009-10

Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
<b>FUND CENTER 3103113</b>					
<b>CLERK-RECORDER BUILDING</b>					
Services & Supplies	36,938	0	25,000	90,000	90,000
Improvements	46,076	3,553	25,000	220,000	220,000
Subtotal	83,014	3,553	50,000	310,000	310,000
Interfund Reimbursement	-41,784	0	0	0	0
Net Total	41,230	3,553	50,000	310,000	310,000
<b>FUND CENTER 3103114</b>					
<b>799 G STREET BUILDING</b>					
Services & Supplies	318,168	549,772	500,000	500,000	350,000
Improvements	0	1,992,671	700,000	500,000	400,000
Subtotal	318,168	2,542,443	1,200,000	1,000,000	750,000
Interfund Reimbursement	0	0	-1,000,000	0	0
Net Total	318,168	2,542,443	200,000	1,000,000	750,000
<b>FUND CENTER 3103115</b>					
<b>ANIMAL CARE FACILITY</b>					
Services & Supplies	2,998,849	1,566,534	2,252,000	150,000	150,000
Other Charges	450	0	0	0	0
Improvements	8,486,194	7,837,580	2,000,000	50,000	50,000
Subtotal	11,485,493	9,404,114	4,252,000	200,000	200,000
Interfund Reimbursement	-9,290,702	-9,237,340	-4,200,000	-200,000	-200,000
Net Total	2,194,791	166,774	52,000	0	0
<b>FUND CENTER 3103124</b>					
<b>GENERAL SERVICES FACILITY</b>					
Services & Supplies	18,250	38,785	75,000	50,000	50,000
Other Charges	0	0	89,700	89,693	89,693
Improvements	0	0	100,000	50,000	0
Subtotal	18,250	38,785	264,700	189,693	139,693
Interfund Reimbursement	-8,044	0	0	0	0
Net Total	10,206	38,785	264,700	189,693	139,693
<b>FUND CENTER 3103125</b>					
<b>B.T. COLLINS JUVENILE CENTER</b>					
Services & Supplies	3,996,060	4,242,767	6,933,698	5,875,900	5,875,900
Other Charges	450	0	0	0	0
Improvements	17,346,960	21,195,923	7,000,000	2,640,000	2,640,000
Subtotal	21,343,470	25,438,690	13,933,698	8,515,900	8,515,900
Interfund Reimbursement	-20,241,618	-23,931,875	-13,500,000	-8,500,000	-8,500,000
Net Total	1,101,852	1,506,815	433,698	15,900	15,900

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# 310000

COUNTY OF SACRAMENTO  
STATE OF CALIFORNIA  
County Budget Act (1985)

UNIT: 3100000 CAPITAL CONSTRUCTION  
DEPARTMENT HEAD: Michael Morse

CLASSIFICATION  
FUNCTION: GENERAL  
ACTIVITY: Plant Acquisition  
FUND: CAPITAL CONSTRUCTION

SCHEDULE 9  
BUDGET UNIT FINANCING USES DETAIL  
FISCAL YEAR:2009-10

Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
<b>FUND CENTER 3103126 WARREN E. THORNTON YOUTH CENTER</b>					
Services & Supplies	33,296	34,449	140,000	0	0
Improvements	61,338	316,097	60,000	0	0
Subtotal	94,634	350,546	200,000	0	0
Interfund Reimbursement	0	-249,408	0	0	0
Net Total	94,634	101,138	200,000	0	0
<b>FUND CENTER 3103127 BOYS RANCH</b>					
Services & Supplies	880,988	258,057	300,000	230,000	130,000
Other Charges	0	450	0	0	0
Improvements	7,815	198,028	100,000	100,000	100,000
Subtotal	888,803	456,535	400,000	330,000	230,000
Interfund Reimbursement	0	-49,345	0	0	0
Net Total	888,803	407,190	400,000	330,000	230,000
<b>FUND CENTER 3103128 RCCC</b>					
Services & Supplies	675,163	489,946	800,000	302,000	302,000
Other Charges	0	450	0	0	0
Improvements	1,245,739	251,838	700,000	467,926	217,926
Subtotal	1,920,902	742,234	1,500,000	769,926	519,926
Interfund Reimbursement	-194,909	-114,057	0	0	0
Net Total	1,725,993	628,177	1,500,000	769,926	519,926
<b>FUND CENTER 3103130 WORK RELEASE FACILITY</b>					
Services & Supplies	5,444	8,180	25,000	25,000	25,000
Improvements	0	40,409	10,000	10,000	10,000
Subtotal	5,444	48,588	35,000	35,000	35,000
<b>FUND CENTER 3103131 SHERIFF'S ADMIN BUILDING</b>					
Services & Supplies	127,215	161,238	200,000	50,000	50,000
Improvements	108,751	495,321	200,000	50,000	50,000
Subtotal	235,966	656,559	400,000	100,000	100,000
Interfund Reimbursement	-101,530	-68,690	0	0	0
Net Total	134,436	587,869	400,000	100,000	100,000

**PROGRAM DESCRIPTION:**

- The Facility Planning and Management Division of the Department of General Services manages the Capital Construction Fund (Fund 007A).
- This budget provides for major construction projects which are a part of the long-range Capital Improvement Program, as well as minor alterations, improvements, and major equipment replacement in county owned facilities.
- As a result of the County's financial limitations and commitments to approved major projects now being planned and/or under construction, the recommendations for additional Capital Construction projects are limited to those which are cost-effective or required because of health, safety, security, or severe operational problems.

**MISSION:**

To provide proactive long-range facility management planning including meeting the space needs of county departments.

**GOAL:**

Continue to provide funding and management for approved major construction projects underway and projects required due to health, safety, security, or severe operational problems.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Completed construction of the 120-Bed unit at Juvenile Hall.
- Completed construction of the new Animal Care Facility.
- Completed the Chilled and Hot Water Systems upgrade at the Office of Communication and Information Technology (OCIT) facility.
- Completed various Americans with Disability Act (ADA) barriers removal projects.
- Completed various mechanical upgrades to achieve energy savings.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Continue construction of Phase 3 of the Juvenile Hall Expansion project.
- Replace the diesel engine fire pump at the OCIT facility.
- Complete the Remodel of Wing "A" project at the Juvenile Center.
- Obtain Board of Supervisor approval to begin construction of the Sheriff 911 Center at the Bond Road Facility.
- Upgrade the elevators at the Main Jail.

## SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 3240000 County Clerk/Recorder DEPARTMENT HEAD: CRAIG KRAMER CLASSIFICATION FUNCTION: PUBLIC PROTECTION ACTIVITY: Other Protection FUND: GENERAL			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10					
Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Salaries/Benefits	4,160,723	4,402,339	4,796,420	4,873,179	4,873,179
Services & Supplies	3,363,049	2,619,326	5,007,605	4,659,773	4,659,773
Equipment	147,526	31,287	199,157	199,157	199,157
Intrafund Charges	824,889	1,082,341	1,504,029	1,240,303	1,240,303
<b>SUBTOTAL</b>	<b>8,496,187</b>	<b>8,135,293</b>	<b>11,507,211</b>	<b>10,972,412</b>	<b>10,972,412</b>
Interfund Reimb	0	0	0	-21,538	-21,538
Intrafund Reimb	-1,576	-74	-5,000	-1,000	-1,000
<b>NET TOTAL</b>	<b>8,494,611</b>	<b>8,135,219</b>	<b>11,502,211</b>	<b>10,949,874</b>	<b>10,949,874</b>
Prior Yr Carryover	0	-828	-828	15,482	15,482
Revenues	7,121,587	7,748,319	11,503,039	10,934,392	10,934,392
<b>NET COST</b>	<b>1,373,024</b>	<b>387,728</b>	<b>0</b>	<b>0</b>	<b>0</b>
Positions	68.0	68.0	68.0	65.0	65.0

## PROGRAM DESCRIPTION:

- The Office of County Clerk/Recorder:
  - Serves as custodian of official records.
  - Is the "Recorder" of real property documents for the County.
  - Issues and registers marriage licenses.
  - Registers process servers, public notaries, professional photo copiers, unlawful detainer assistants, and legal document assistants.
  - Files and maintains oaths of office, environmental impact reports, and rosters of public agencies.
  - Performs weddings.
  - Issues certified copies of birth, death and marriage records.



**PROGRAM DESCRIPTION (CONT.):**

- The Office of County Clerk/Recorder (cont.):
  - Collects funds for Real Estate Fraud Prevention Fund, Children's Trust Fund, Deoxyribonucleic Acid (DNA) database, Juvenile Mediation Trust, and Domestic Violence Trust.
  - Acts as commissioner of civil marriage and appoints deputy commissioners of civil marriage.
  - Authenticates notary public and health officer signatures.
  - Files subdivision, parcel, assessor and assessment maps.
- The Real Estate Division: (Refer to Budget Unit 7930000 for more detail) Effective July 1, 2009, the Department of Facility Planning, Architecture and Real Estate was eliminated and the Real Estate Division was assigned under the Internal Services Agency's Department of County Clerk/Recorder.
  - Provide Real Estate Services to County Departments in both county owned and leased facilities in the following service areas: Acquisitions, including Eminent Domain Support, Relocation Assistance, Appraisals, Asset Management, Lease Negotiations and Management, Property Management, and Water Quality Real Estate Management.

**MISSION:**

To effectively apply state statutory requirements and provide exemplary service to customers while maintaining the highest degree of respect, fairness, public trust and integrity.

**GOALS:**

- Evaluate enhancements to maximize efficiency and quality of service to customers.
- Continue to work with collaborating departments to bring services to Sacramento County residents at community-based service centers.
- Complete conversion of historical official records from microfilm to images for calendar years 1914 to 1961.
- Secure vendor for historical map restoration project.
- Plan, develop, and coordinate implementation of Electronic Recording Delivery System in conjunction with State Attorney General's Office.
- Finalize development and implementation of operational training program to enhance cross-functional knowledge of staff.
- Implement call center component of new telephone system to enhance customer service.
- Upgrade security system utilizing the County's C-Cure System to provide recordings for one year to assist in real estate fraud.
- Work with governmental agencies and related industries to improve processing of recordable documents.
- Maintain a Social Security Number Truncation Program for historical records from 1980 to present and all future recordings.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Retained and worked with Computing System Innovations (CSI) for implementation of the Social Security Number Truncation Program of Official Records, in accordance with state mandate of Assembly Bill 1168.
- Upgraded FileNet storage capacity to accommodate creation of a Public Library and an Official Library for implementation of the Social Security Number Truncation Program.
- Made significant strides in conversion of historical official records and related indices from microfilm to images. Document images now available are 1962 through current year.
- Finalized conversion of all vital records from microfilm to images.
- Issued Letter of Intent to enter into partnership with the SECURE multi-county electronic delivery system developed and owned by the counties of Orange, Los Angeles, San Diego and Riverside in conjunction with State Attorney General's Office.
- Enhanced services to residents in the East Area Community Service Center to provide one-stop shopping for county residents in conjunction with the Department of Neighborhood Services.
- Implemented debit and credit card services for customers.
- Adjusted fees to account for Consumer Price Index in accordance with Ordinance provisions and changed effective date to coincide with changes in staff salaries.
- Continued to develop staff in cross-functional knowledge provided by operational training program.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Continue to explore the possibility of providing services to communities in the central, northern and southern parts of the County. Service centers are intended to provide one-stop shopping for county residents in conjunction with the Department of Neighborhood Services.
- Finalize Implementation of the Social Security Number Truncation Program as mandated by Assembly Bill 1168.
- Finalize remaining conversion of Official Records from microfilm to images and creation of automated index data.
- Continue the development and implementation of electronic recording for title companies and mortgage brokers.
- Develop and implement customer service survey availability via websites.
- Evaluate efficiency and cost effectiveness of an integrated Clerk/Recorder system for recorder and clerk functions to include imaging and indexing.
- Secure vendor for implementation of historical map restoration project.
- Develop departmental orientation and operational customer service training to familiarize staff with general county structures and policies.
- Finalize implementation of call center which is the last stage of Voice Over Internet Provider (VoIP) to provide improved customer service.

**SIGNIFICANT CHANGES FOR 2009-10 (CONT.):**

- Collaborate with the Department of Finance to issue a Request for Proposal for a Business License System to include Fictitious Business Name, which is a Clerk/Recorder mandated responsibility.
- Continue to develop staff in cross-functional knowledge provided by operational training program.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: REAL ESTATE DIVISION 032C		ACTIVITY: Real Estate UNIT: 7930000	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	0	0	0	55,041,233	54,836,108
Total Operating Rev	0	0	0	55,041,233	54,836,108
Salaries/Benefits	0	0	0	3,450,101	2,970,602
Services & Supplies	0	0	0	51,760,684	51,668,371
Other Charges	0	0	0	400,994	397,135
Intrafund Chgs/Reimb	0	0	0	1,620	0
Total Operating Exp	0	0	0	55,613,399	55,036,108
Residual Eq Trn Out	0	0	0	0	200,000
Total Nonoperating Exp	0	0	0	0	200,000
Net Income (Loss)	0	0	0	-572,166	-400,000
Positions	0.0	0.0	0.0	33.0	27.0

**PROGRAM DESCRIPTION:**

The Real Estate Division is administered by the County/Clerk Recorder.

The Real Estate Division:

- Provides real estate services for County Departments and Special District public infrastructure and facility projects.
- Negotiates and acquires property rights needed for road, water supply, drainage, flood mitigation, sewer projects, open space and parkway lands.
- Manages agricultural revenue leases on buffer lands at Kiefer Landfill, Sacramento Regional Wastewater Treatment Plant and the American River Parkway.
- Conducts sales of surplus County and Special District real property.
- Generates income from lease of County and Special District real property including leases to wireless communications providers.

**PROGRAM DESCRIPTION (CONT.):**

- Negotiates for conveyance of easement rights over County and Special District lands to public utilities, incorporated cities, private citizens and developers.
- Provides property management services including payment of rents, maintenance, janitorial services and any separately charged utility costs for leased County facilities.
- Negotiates and manages all County leased facility agreements.

**MISSION:**

To provide high quality real property services from inception to completion to County Agencies and Special Districts in support of their missions.

**GOAL:**

To provide professional, timely, and cost-effective real estate services to all County Agencies, Special Districts, other governmental entities, property owners and the public while complying with all regulatory requirements.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Initiated eleven new wireless Agreements for County and District properties which will potentially provide approximately \$14,806,400 in revenue over the thirty year term of the Agreements.
- Leased five emergency responder radio antenna sites for the Office of Communications and Information Technology on non-County owned property- all with no rental fees being charged to the County.
- Implemented the Real Estate Division Sales Title Reports Acquisitions Recording Document (REDSTAR) database, a secured application in support of real estate business processes.
- Completed the acquisition of real property interests from fifty-eight parcels for the Department of Transportation (DOT) Bradshaw Road Widening Project.
- Completed the acquisition of real property interest from nine parcels for the DOT South Watt Avenue Widening Project.
- Completed the acquisition of three single family residential properties for inclusion in the Dry Creek Parkway.
- Began negotiations with the owners of fourteen single-family and duplex properties for full acquisitions required for the DOT Hazel Avenue Widening Project.
- Completed 3,780 work orders for building problems, employee concerns and lease compliance issues that were effectively handled, allowing the employees to focus on their mission and their County Program within the facility.
- Completed the transfer of the last remaining leased space occupied by the Courts of California to the Judicial Council of California, the Administrative Office of the Courts (AOC) pursuant to Senate Bill (SB) 1732.
- Requested Board of Supervisors approval to terminate three leases as required by Article 16 Section 18 of the California Constitution due to unprecedented budget shortfalls.
- Completed the acquisition of real property interests for thirty-seven parcels in sixteen projects for Sacramento Regional County Sanitation District (SRCSD) and Sacramento Area Sewer District (SASD).

**SIGNIFICANT DEVELOPMENTS DURING 2008-09 (CONT.):**

- Completed the acquisition of real property interests for twenty properties in three projects for Water Resources.
- Initiated relocation of twenty-one residential displaces for the DOT Hazel Avenue Widening Project.
- Coauthored the preparation of SRCSD's Right of Way Procedures Manual.
- Began negotiations with the owners of fourteen residential properties for fee title acquisitions required for the DOT Hazel Avenue Widening Project.
- Finalized the Real Estate Class Study and reallocated staff into their new classifications: Chief, Real Estate Division, Real Estate Program Managers, Real Estate Officers and Real Estate Specialists.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Due to the Internal Services Agency restructuring, the Department of Facility Planning, Architecture and Real Estate was dissolved and the Real Estate Division became part of the County Clerk Recorder's Office.
- Requested voluntary rent reduction from lessors in an amount equal to any rental rate increase implemented since July 1, 2008, or 3.5 percent reduction in the existing rent, whichever is greater.
- Advised General Fund departments such as the Department of Health and Human Services, the Department of Human Assistance, and the Sheriff's Department that are currently occupying leased facilities of contract and funding obligations in the event of program consolidations and closures that may result in potential lease terminations.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 3230000 Department Of Finance DEPARTMENT HEAD: DAVE IRISH CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Finance FUND: GENERAL			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10					
Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Salaries/Benefits	11,826,781	12,302,838	13,386,620	12,421,853	11,635,085
Services & Supplies	3,895,588	3,677,622	5,243,552	4,877,871	4,844,999
Equipment	26,913	-1,438	513,000	500,000	500,000
Interfund Charges	40,880	46,144	53,400	46,992	46,992
Intrafund Charges	1,193,806	1,419,973	1,762,545	1,379,311	1,379,311
<b>SUBTOTAL</b>	<b>16,983,968</b>	<b>17,445,139</b>	<b>20,959,117</b>	<b>19,226,027</b>	<b>18,406,387</b>
Interfund Reimb	-36,570	-36,400	-47,800	-25,000	-25,000
Intrafund Reimb	-3,150,769	-2,271,316	-2,634,964	-2,465,382	-2,465,382
<b>NET TOTAL</b>	<b>13,796,629</b>	<b>15,137,423</b>	<b>18,276,353</b>	<b>16,735,645</b>	<b>15,916,005</b>
Prior Yr Carryover Revenues	0	20,000	20,000	220,527	220,527
	14,306,761	13,434,684	16,378,593	15,142,915	15,076,898
<b>NET COST</b>	<b>-510,132</b>	<b>1,682,739</b>	<b>1,877,760</b>	<b>1,372,203</b>	<b>618,580</b>
Positions	150.0	150.0	150.0	138.0	130.0

**PROGRAM DESCRIPTION:**

The Department of Finance:

- Manages the County's treasury.
- Provides for the collection and investment of funds.
- Provides fiscal services and independently reports valid financial information to the general public, county departments and other government entities.
- Provides accurate and timely financial information to the County.
- Provides core-level support services to taxpayers, constituents, county departments and other government agencies.
- Processes vendor payments for all county departments and special districts.
- Prepares the Comprehensive Annual Financial Report (CAFR).

**PROGRAM DESCRIPTION (CONT.):**

- Maintains the several key components of the Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS) that is the countywide financial system, automated general ledger.
- Prepares the countywide Indirect Cost Allocation Plan and departmental cost rate proposals.
- Processes property tax collection and business licenses.
- Issues and monitors fictitious business name statements.
- Manages the \$3.0 billion Pooled Investment Fund in compliance with the California Government Code, the Pooled Investment Policy and Investment Guidelines.
- Maintains the Pooled Investment Fund credit ratings and achieves a competitive yield for the Pooled Investment Fund, at or above the State's Local Agency Investment Fund (LAIF).
- Annually completes and submits the June 30, year-end CAFR to the Government Finance Officers Association (GFOA) in order to receive the GFOA Certificate of Achievement for Excellence award in financial reporting.
- The specialized programs of the Department of Finance are organized within the following operational structure:
  - Auditor-Controller operations include the following programs: General Accounting Services; Accounting Reporting and Control; Systems Control and Reconciliations; Central Support Services; Payroll Services; Audit Services; Payment Services; Other Accounting Services; Central Accounting Systems; and Tax Accounting Services.
  - Tax Collection and Licensing operations include the following programs: Tax Collection and License.
  - Treasury and Investments operations include the following programs: Pooled Investments; Fiscal Agent Services; 1911 Act Bonds; and Reclamation Districts.

**MISSION:**

To comply with federal and state regulatory requirements and provide exemplary service to customers while maintaining the highest degree of respect, fairness, public trust and integrity.

**GOALS:**

- Develop a web-based process for submitting Business License and Fictitious Business Name (FBN) filings online with link to pay electronically.
- Redesign secured tax duplicate tax bill and develop online duplicate bill request process.
- Work with Department of General Services-Purchasing Division and the Office of Communications and Information Technology (OCIT) on the development of e-procurement.
- Redesign Payee Data Form to better collect information from our vendors to enhance compliance with State and Federal Taxing regulations.
- Develop detailed annual evaluation reports on each core investment option in the County's Deferred Compensation 457 Plan (e.g. plan objective) criteria.
- Enhance coordination among departmental divisions to ensure timely notification of bond issuance and distribution of debt documents to minimize repetitive tasks for year-end reporting.
- Work to complete the Tax and Business Licensing system replacement.



**GOALS (CONT.):**

- Achieve a competitive yield for the Pooled Investment Fund which meets or exceeds the yield of the Local Agency Investment Fund (LAIF).

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Completed annual fee review for Tax Collection and Business License/FBN fees.
- Completed Request for Information (RFI) for Tax System replacement.
- Began process for replacing the Business License/FBN legacy mainframe system by documenting License System high-level requirements.
- Developed policies and procedures to account for and track registered warrants issued by the State of California.
- Completed an upgrade of the COMPASS system and implemented additional functionality.
- Worked with Personnel Services Department to allow employees to have direct deposit to multiple bank accounts.
- Continued to minimize sales tax obligations by working with the Board of Equalization and gaining a better understanding about what is taxable and what our responsibilities are to accrue sales tax.
- Implemented a new ordinance delegating the authority to department heads to make retroactive payments.
- Completed a major upgrade to the Department of Finance FileNET system. The upgrade entailed replacement of the FileNET library and repository servers; migration from the OCIT web server, which required coding changes to seven web sites; and replacement of the front-end scanning/capture component.
- Completed the documentation of high-level requirements, data flow diagram and feasibility study as part of the process for replacing the Property Tax legacy mainframe system.
- Continued to work with OCIT on a mainframe cost containment objective identified in the County Information Technology Plan. Evaluated the financial feasibility of operating the mainframe using current practices as applications leave this platform and identified alternatives taking into consideration cost, risks and security.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Review of all division processes for streamlining, elimination of redundancies, and operational efficiencies, due to budget reductions.
- Continue documentation of the Tax System Data Flow Diagram and work with OCIT on detailed requirements.
- Continue the process for replacing the Business License/FBN legacy mainframe system by completing documentation of high-level requirements, release of a Request For Proposal (RFP), and development of Data Flow Diagram.
- Collaborate with the official county bank (Wells Fargo Bank) to:
  - convert consumer checks, with values of \$25,000 or less, into automatic clearing house transactions (electronic deposit).

**SIGNIFICANT CHANGES FOR 2009-10 (CONT.):**

- Collaborate with the official county bank (Wells Fargo Bank) to (cont.):
  - convert returned checks into automatic clearing house transactions, allowing the County one more opportunity to collect payment.
  - evaluate the alternative of adding the County's return check fee to those paper returns that have been converted to automatic clearing house transactions.
  - continue the conversion of home banking payments from paper checks from the customer's bank into automatic clearing house transactions.
  - convert remote deposits of consumer checks into automatic clearing house transactions (direct deposits).
- Will enter into a Merchant Credit Card Services Contract that will provide a variety of credit card and merchant banking services at a lower cost for the County of Sacramento as well as other governmental entities whose Treasurer is the County Director of Finance.
- Continue to enhance the Remittance Processing procedures by upgrading software to process payments more efficiently and transmit information electronically.
- Work with Economic Development Department, Municipal Services Agency and departmental staff to establish internal reporting requirements and monitoring for American Recovery Act funds received by the County.
- Work with Department of Human Assistance to successfully transition child care payment process, previously handled by an outside vendor, to the County.
- Continue to work with Personnel Services Department to implement Employee Self Service and Manager Self Service in COMPASS.
- Work with third party vendor to implement web W-2; whereby, county and special district employees and retirees can have on-line access to W-2's and 1099R's respectively.
- Continue to coordinate with an investment consulting services firm for the Deferred Compensation 457 and 401(a) Plans to assist in the review and monitoring of the investment options.
- Continue to work with departments making retroactive payments that fall within the guidelines of the new ordinance delegating the authority to departments.
- Continue to work with OCIT on a mainframe cost containment objective identified in the County Information Technology Plan. Evaluate the financial feasibility of operating the mainframe using current practices as applications leave this platform and identify alternatives taking into consideration cost, risks and security.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 6110000 Department Of Revenue Recovery DEPARTMENT HEAD: CONNIE AHMED CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Other General FUND: GENERAL			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10					
Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Salaries/Benefits	6,756,873	7,259,995	7,745,493	5,972,815	5,393,790
Services & Supplies	3,890,879	4,234,635	5,026,796	3,795,492	4,090,316
Other Charges	930,861	862,982	1,268,412	1,321,079	1,321,079
Intrafund Charges	1,117,044	1,348,682	1,321,049	1,405,712	1,405,712
<b>SUBTOTAL</b>	<b>12,695,657</b>	<b>13,706,294</b>	<b>15,361,750</b>	<b>12,495,098</b>	<b>12,210,897</b>
Interfund Reimb	-8,550	-14,361	-10,316	-6,200	-6,200
Intrafund Reimb	-5,928,927	-5,646,961	-7,956,742	-5,631,437	-5,354,796
<b>NET TOTAL</b>	<b>6,758,180</b>	<b>8,044,972</b>	<b>7,394,692</b>	<b>6,857,461</b>	<b>6,849,901</b>
Prior Yr Carryover Revenues	555,208	-593	-593	-76,852	-76,852
	6,208,632	7,398,377	6,946,589	6,352,499	6,344,939
<b>NET COST</b>	<b>-5,660</b>	<b>647,188</b>	<b>448,696</b>	<b>581,814</b>	<b>581,814</b>
Positions	101.0	94.0	100.0	73.0	64.0

**PROGRAM DESCRIPTION:**

The primary responsibility of the Department of Revenue Recovery (DRR) is to operate as the County’s centralized billing and collection agency collecting both current and delinquent accounts receivable in order to maximize the recovery of unpaid receivables and to resolve debts owed to the County. The recovery of revenue aids the programs receiving the funds to maintain public service levels and avoid service fee increases. By using cost-effective collection enforcement techniques, DRR also ensures that taxpayers are not required to bear the added burden of indebtedness that is the legal responsibility of a specific individual. To accomplish this, the department:

- Performs financial evaluations to identify income and assets.
- Determines client’s ability to pay, and adjusts certain types of charges in accordance with laws and regulations.
- Establishes a payment schedule, when appropriate, to aid citizens in repaying amounts owed.
- Creates an account for each debt and uses automated case management processes to monitor payment compliance and financial transactions.

**PROGRAM DESCRIPTION (CONT.):**

- Sends out monthly bills and other delinquent notices as needed.
- Initiates follow-up procedures when payments are not made, using all legal means to enforce collection.

**MISSION:**

To provide professional collection services in order to assist other county agencies achieve their program objectives by maximizing potential revenues at a lower cost than agencies may achieve through other efforts or through another collection service.

**GOALS:**

- Increase net benefit to customer departments by five percent, from \$38.6 million to \$40.5 million.
- Improve net cost ratio by one percent over previous year, from 14.5 percent to 13.5 percent.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- New Collection System (DMACS);
  - The Department of Revenue Recovery (DRR) implemented Phase I of the new Debt Management and Collection System (DMACS) in February 2009. The DMACS project was financed through a combination of a fixed asset loan and allocations in DRR's budget. DMACS replaces an old, outdated collection system, and provides significant new functionality.
- Workload Changes;
  - The Municipal Services Agency (MSA) has decided to withdraw their Code Enforcement receivables (Zoning and Housing Enforcement and Vehicle Abatement Programs) from DRR's workload in order to use the lien confirmation hearing process to permit the charges to be transferred to the tax rolls for payment. MSA plans to handle billing and collection efforts for these programs in the future. As a result, DRR has had to make staffing reductions to offset the loss in collection revenues and reduce costs so that the remaining programs are not impacted by the change.
  - The Department of Health and Human Services (DHHS) had initially planned to resume referring their regular monthly delinquent account referrals and a large backlog of delinquent accounts to DRR for collection. DRR increased cost estimates to DHHS to account for the anticipated increases in staff time, postage, and office supplies to process the increased billings. The referrals were not received and DRR is currently working with DHHS to determine the most cost effective manner to handle the pending accounts receivable.
  - The Department of Human Assistance (DHA) reduced their reimbursement amount for DRR, thereby reducing the level of service to be performed by DRR on behalf of DHA.

**SIGNIFICANT CHANGES FOR 2009-10:**

- The completion of the DMACS collection system Phase II and Phase III will set the foundation for DRR to share this technology and functionality with other departments within the County. The Sacramento Multi Agency Revenue Team (SMART) members are interested in developing the “One-Stop” cashiering functionality so that citizens have more options in locations to make payments to the County. The team is also interested in developing the debtor database to reduce countywide redundancies and costs incurred in locating debtor information including addresses, telephone numbers, employment, assets, custody status, bankruptcy information and death verification.
- When it comes time for other county system replacements, perhaps using the DMACS system for their accounts receivable function could reduce overall system costs to the County. There are currently a minimum of nine different accounts receivable systems in the County. Sharing these resources with other departments is expected to result in positive fiscal and operational impacts throughout the County, including the General Fund.
- DRR is continuing to work with the Sacramento Superior Court to further improve fine collections by accelerating the civil assessment and license suspension actions. Accelerating this process has the potential to increase fine collections by approximately \$1 million a year. It is early in this project and the implementation costs are unknown; however, the increased collections will outweigh any cost increases.

# FACILITY PLANNING, ARCHITECTURE AND REAL ESTATE

7900000

## SCHEDULE:

COUNTY OF SACRAMENTO  
STATE OF CALIFORNIA  
County Budget Act (1985)

FUND: FACILITY PLANNING & MGMT  
032A

ACTIVITY: Property Management  
UNIT: 7900000

SCHEDULE 10  
OPERATIONS OF INTERNAL SERVICE FUND  
FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	64,311,644	66,658,252	73,319,347	0	0
<b>Total Operating Rev</b>	<b>64,311,644</b>	<b>66,658,252</b>	<b>73,319,347</b>	<b>0</b>	<b>0</b>
Salaries/Benefits	9,105,585	9,512,266	10,538,205	0	0
Services & Supplies	53,608,335	56,370,879	61,954,256	0	0
Other Charges	806,136	943,168	1,016,640	0	0
Depreciation/Amort	9,471	9,471	9,500	0	0
Intrafund Chgs/Reimb	-1	-2,634	0	0	0
<b>Total Operating Exp</b>	<b>63,529,526</b>	<b>66,833,150</b>	<b>73,518,601</b>	<b>0</b>	<b>0</b>
Gain/Sale/Property	47	0	0	0	0
Other Revenues	166,686	256,837	0	0	0
Other Financing	0	43,128	0	0	0
<b>Total Nonoperating Rev</b>	<b>166,733</b>	<b>299,965</b>	<b>0</b>	<b>0</b>	<b>0</b>
Interest Expense	12,751	6,591	6,591	0	0
Debt Retirement	87,995	94,155	94,155	0	0
Improvements	-23	0	0	0	0
Residual Eq Trn Out	0	2,580,000	1,780,000	0	0
<b>Total Nonoperating Exp</b>	<b>100,723</b>	<b>2,680,746</b>	<b>1,880,746</b>	<b>0</b>	<b>0</b>
<b>Net Income (Loss)</b>	<b>848,128</b>	<b>-2,555,679</b>	<b>-2,080,000</b>	<b>0</b>	<b>0</b>
Positions	90.8	86.8	90.8	0.0	0.0

**PROGRAM DESCRIPTION:**

- Effective July 1, 2009, the Department of Facility Planning, Architecture and Real Estate (FPARE) was abolished. The programs administered by FPARE were transferred to the Departments of County Engineering, General Services, and the County/Clerk Recorder.
- The Department of Facility Planning, Architecture and Real Estate was responsible for the management of all phases of county facilities construction and real estate services. The department provided full spectrum management of capital projects, from inception, through financing, design and construction. The fiscal and program information is now found in the following departments:
  - **Architectural Services Division (ASD):** This program was transferred to the Department of County Engineering in the Municipal Services Agency.
  - **Facility Planning and Management Division:** This program was transferred to the Department of General Services.
  - **Real Estate Division:** This program is now administered by the County Clerk/Recorder.

**FOR INFORMATION ONLY**

# GENERAL SERVICES

# 7000000

## SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985) SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10			FUND: General Services 035A  ACTIVITY: Summary UNIT: 7000000/2070000		
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
<b>OPERATING INCOME</b>					
Charges for Services	87,942,766	95,655,074	110,536,253	111,634,320	106,164,382
Other Income	706	406	0	0	0
<b>TOTAL</b>	<b>87,943,472</b>	<b>95,655,480</b>	<b>110,536,253</b>	<b>111,634,320</b>	<b>106,164,382</b>
<b>OPERATING EXPENSES</b>					
Salaries/Benefits	41,364,088	42,639,362	44,585,597	45,554,828	40,743,986
Services & Supplies	31,944,555	31,145,925	46,183,617	49,412,327	45,596,880
Other Charges	1,484,721	1,030,229	1,415,238	1,194,245	1,194,245
Depreciation/Amort	10,818,234	11,040,953	11,684,090	11,527,610	11,507,888
Interfund Chgs/Reimb	0	0	0	0	0
Intrafund Chgs/Reimb	46,747	50,545	0	0	0
Costs of Goods Sold	5,841,539	5,362,961	7,424,424	7,424,424	7,424,424
<b>Total Operating Expenses</b>	<b>91,499,884</b>	<b>91,269,975</b>	<b>111,292,966</b>	<b>115,113,434</b>	<b>106,467,423</b>
<b>Net Operating Income(Loss)</b>	<b>-3,556,412</b>	<b>4,385,505</b>	<b>-756,713</b>	<b>-3,479,114</b>	<b>-303,041</b>
<b>NONOPERATING INCOME (EXPENSES)</b>					
Aid-Govt Agencies	0	26,474	0	0	0
Interest Income	17	32,447	0	0	0
Interest Expense	-1,035,343	-1,342,314	-1,524,638	-1,683,591	-1,683,591
Debt Retirement	-1,481,548	-1,477,549	-1,477,549	-1,572,437	-1,572,437
Loss/Disposition-Asset Equipment	-140,041 -84,437	-70,420 -256,485	-30,000 -616,600	-20,000 -250,000	-20,000 -250,000
Residual Eq Trn Out	0	-11,377,167	-11,036,000	0	-500,000
Gain/Loss of Sale	878,635	782,755	500,000	225,000	225,000
Income - Other	4,475,707	3,136,708	3,905,500	3,604,069	3,604,069
Other Financing	0	350,387	0	0	0
<b>Total Net Nonoperating Income (Loss)</b>	<b>2,612,990</b>	<b>-10,195,164</b>	<b>-10,279,287</b>	<b>303,041</b>	<b>-196,959</b>
<b>NET INCOME (LOSS)</b>	<b>-943,422</b>	<b>-5,809,659</b>	<b>-11,036,000</b>	<b>-3,176,073</b>	<b>-500,000</b>
<b>Memo Only:</b>					
<b>CAPITAL REPLACEMENT AND ACQUISITION</b>					
Miscellaneous Revenues	-2,376,714	-1,248,738	-750,000	-2,050,000	-2,050,000
Other Equipment	2,830,833	2,818,638	4,676,000	10,022,000	10,022,000
Other Expenses	-38,739	-10,734	30,000	0	0
Residual Eq Trn Out	0	0	1,069,340	0	0
<b>TOTAL</b>	<b>415,380</b>	<b>1,559,166</b>	<b>5,025,340</b>	<b>7,972,000</b>	<b>7,972,000</b>
Positions	497.0	501.0	501.0	494.8	448.8



**PROGRAM DESCRIPTION:**

- The Board of Supervisors created the Department of General Services to provide many of the essential centralized services that county departments require, ensuring that their daily operations can be accomplished and their missions achieved. Centralizing these services provides the framework for a quality driven organization, more accurate reporting of diverse activities, and maintains the clear identity and integrity of the separate funds that finance department activities.
- The Department of General Services is comprised of the following:
  - Administrative Services: Provides administrative services to the department and to the Real Estate Division, and support services to all county agencies and departments:
    - Administrative Services provides accounting, budget and analysis, and information technology services.
    - The Support Services Division provides printing, U.S. mail, inter-office messenger, stores, document scanning, records management, warehousing and surplus property/recycling services.
  - Contract and Purchasing Services: Provides centralized procurement services and coordinates the procurement card program.
  - Facility Operations: Provides facility maintenance and security functions to county agencies and departments.
    - Three regional maintenance districts, Airport, Bradshaw, and Downtown, provide for the total maintenance and operation needs of all county owned facilities including minor remodeling and repair work. Services are provided by skilled carpenters, painters, plumbers, electricians, stationary engineers, building maintenance workers, and custodial staff.
    - Security Services provides an unarmed, observe-and-report security presence for county owned and some leased facilities.
  - Facility Services: Provides for the administration of facility planning for county owned and leased facilities. The division manages the following programs:
    - Capital Construction Fund, which provides funding for construction and remodeling of county owned facilities.
    - Energy Management Program, which coordinates energy related issues, seeks ways to reduce energy usage and promote use of alternative fuels, and analyzes energy savings resulting from conservation or other methods.
    - Computer Aided Facility Management.
    - Master Planning for county owned and leased facilities.
    - Parking Enterprise, which provides parking services to the public, county employees, and other governmental agencies.
    - Environmental Management Services.

**PROGRAM DESCRIPTION (CONT.):**

- Fleet Services: The Fleet Services Division purchases, rents and maintains light and heavy equipment (Cont.).
  - The Light Equipment Section provides automotive equipment for all county departments.
  - The Heavy Equipment Section maintains a fleet of construction equipment and other heavy vehicles for county organizations.

**MISSION:**

To provide high quality internal support services that facilitate the operation of other county agencies and departments in their efforts to provide services to the community.

**GOALS:**

- To provide efficient and timely operational support to county agencies and departments to ensure safe, functional facilities and equipment.
- To provide prompt and efficient logistical support to county agencies and departments to enable customers to perform their missions.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Began planning and design of a new Liquid/Compressed Natural Gas fueling station.
- Rebated \$11 million in retained earnings to various department operating funds to assist in balancing the General Fund budget.
- Transferred \$341,167 in Support Services Capital Outlay funds to the General Fund.
- Transferred \$6.8 million in Parking Enterprise Capital Outlay retained earnings to the General Fund.
- Absorbed unavoidable cost increases of \$2.3 million thereby reducing various allocations in the Allocated Cost Package.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Transfer the Energy Management program and the Facility Planning and Management divisions from the Department of Facility Planning, Architecture and Real Estate to General Services effective July 1, 2009.
- Discontinue providing administrative support services (excluding Information Technology Services) to the Architectural Services Division, which transferred to the County Engineering Department effective July 1, 2009.
- Continue to provide administrative support services to the Real Estate Division, which transferred to the County Clerk-Recorder effective July 1, 2009.
- Absorb approximately \$1.7 million in cost increases in the Allocated Cost Package including the cost-of-living adjustment, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Rebate \$500,000 in retained earnings to various department operating funds to assist in balancing the General Fund budget.

**SIGNIFICANT CHANGES FOR 2009-10 (CONT.):**

- Reduce costs by \$9.645 million to assist in balancing the General Fund budget including:
  - \$7,349,854 million enhanced levels of service.
  - \$2,185,761 Final Budget reductions.
  - \$108,956 reductions during Final Budget deliberations.
- The Capital Outlay shows a net cost of \$7,972,000 for the purchase of heavy equipment (\$10,022,000) which will be funded through miscellaneous revenue of \$2,050,000 and the remaining \$7,972,000 will be funded by the Capital Outlay's fund balance.

**SCHEDULE:**

COUNTY OF SACRAMENTO  
STATE OF CALIFORNIA  
County Budget Act (1985)

FUND: BUILDING MAINT AND OPERATIONS-GS  
035F

ACTIVITY: Airport District  
UNIT: 7007440

SCHEDULE 10  
OPERATIONS OF INTERNAL SERVICE FUND  
FISCAL YEAR: 2009-10

Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	5,632,883	5,920,006	5,965,561	5,569,441	5,569,441
<b>Total Operating Rev</b>	<b>5,632,883</b>	<b>5,920,006</b>	<b>5,965,561</b>	<b>5,569,441</b>	<b>5,569,441</b>
Salaries/Benefits	3,888,298	4,226,691	4,506,305	4,564,040	4,144,251
Services & Supplies	981,195	1,030,672	1,134,037	1,122,025	1,137,938
Other Charges	74,554	90,720	94,160	85,202	85,202
Intrafund Chgs/Reimb	399,689	175,778	231,059	217,963	202,050
<b>Total Operating Exp</b>	<b>5,343,736</b>	<b>5,523,861</b>	<b>5,965,561</b>	<b>5,989,230</b>	<b>5,569,441</b>
Other Revenues	45	30	0	0	0
<b>Total Nonoperating Rev</b>	<b>45</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>
Residual Eq Trn Out	0	511,000	511,000	0	0
<b>Total Nonoperating Exp</b>	<b>0</b>	<b>511,000</b>	<b>511,000</b>	<b>0</b>	<b>0</b>
<b>Net Income (Loss)</b>	<b>289,192</b>	<b>-114,825</b>	<b>-511,000</b>	<b>-419,789</b>	<b>0</b>
Positions	45.0	45.0	45.0	44.0	40.0

**PROGRAM DESCRIPTION:****General Services – Airport District:**

- Maintains approximately 2,150,000 square feet of space that encompasses the following airport facilities throughout the County: Sacramento International Airport, Executive Airport, Mather Commerce Center, and Franklin Field.
- Provides maintenance and operation needs of the Airports facilities including occasional minor remodeling and repair work.

**MISSION:**

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

**GOALS:**

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Continued providing support to the Big Build Program in the form of drawing reviews, comment support and utility shut down coordination.
- Completed a Service Level Agreement with Sacramento County Airport System (SCAS) defining shared responsibilities, priorities and level of service expectations.
- Added the Project Management Office building to overall maintenance responsibilities.
- Transitioned to the Plant Maintenance Module in SAP as the primary Computer Maintenance Management System.
- Rebated \$511,000 of retained earnings to SCAS.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Assume maintenance responsibilities over Remote Central Receiving Facility.
- Coordinate with Project Management and the County Engineering Construction Management and Building Inspection Divisions for Big Build construction system reviews and punch list development.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: BUILDING MAINT AND OPERATIONS-GS 035F		ACTIVITY: Bradshaw District UNIT: 7007420	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Use Of Money/Prop Charges for Service	67 15,518,837	42 15,726,510	0 17,189,909	0 14,161,717	0 13,247,492
<b>Total Operating Rev</b>	<b>15,518,904</b>	<b>15,726,552</b>	<b>17,189,909</b>	<b>14,161,717</b>	<b>13,247,492</b>
Salaries/Benefits	9,727,723	10,335,062	10,896,768	10,803,549	8,746,773
Services & Supplies	3,641,215	3,447,178	4,353,494	3,407,543	2,793,983
Other Charges	288,871	237,889	325,523	229,100	229,100
Depreciation/Amort	2,044	9,511	1,365	9,500	9,500
Intrafund Chgs/Reimb	1,267,716	1,236,809	1,612,759	1,663,263	1,468,136
<b>Total Operating Exp</b>	<b>14,927,569</b>	<b>15,266,449</b>	<b>17,189,909</b>	<b>16,112,955</b>	<b>13,247,492</b>
Aid-Gov'n't Agencies	0	26,474	0	0	0
Other Revenues	5,630	4,556	0	0	0
Other Financing	0	24,614	0	0	0
<b>Total Nonoperating Rev</b>	<b>5,630</b>	<b>55,644</b>	<b>0</b>	<b>0</b>	<b>0</b>
Equipment	40,728	0	0	0	0
Residual Eq Trn Out	0	1,445,000	1,445,000	0	250,000
<b>Total Nonoperating Exp</b>	<b>40,728</b>	<b>1,445,000</b>	<b>1,445,000</b>	<b>0</b>	<b>250,000</b>
<b>Net Income (Loss)</b>	<b>556,237</b>	<b>-929,253</b>	<b>-1,445,000</b>	<b>-1,951,238</b>	<b>-250,000</b>
Positions	119.0	121.0	121.0	113.0	95.0

**PROGRAM DESCRIPTION:**

**General Services – Bradshaw District:**

- Maintains approximately 2,160,000 square feet of space covering all county owned facilities throughout the county except the downtown area and Airport Districts.
- Provides for the total maintenance, operation and custodial needs of the facilities including any minor remodeling and repair work.

**MISSION:**

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

**GOALS:**

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.
- To provide timely completion and cost savings on small project improvements.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Discontinued maintenance services to the Carol Miller Justice Center and the Juvenile Courthouse due to the transfer of these facilities to the Judicial Council of California, the Administrative Office of the Courts.
- Assumed maintenance responsibilities of the re-opened 240-bed Roger Bauman Facility at Rio Cosumnes Correctional Center.
- Assumed maintenance responsibilities of the recently completed Youth Detention Facility 120-Bed addition (Construction Package-4).
- Provided assistance in the completion of five energy services companies (ESCO) projects to upgrade building mechanical systems.
- Assumed maintenance of the new scale house and hazardous materials building at the Kiefer Landfill.
- Rebated \$1.445 million of retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Assume maintenance responsibilities for the new Animal Care facility.
- Discontinue maintenance services at the Sacramento Area Sewer District North County Corporation Yard facility.
- Discontinue maintenance services at the Warren E. Thornton Youth Facility and Morgan Alternative Center due to the closure of the facilities.
- Disband the Project Team that works on small project improvements, as a County Cost Savings Measure.
- Discontinue the Stationary Engineer Apprenticeship Program due to budget reductions.
- Rebate \$250,000 of retained earnings to customer departments.
- Reduce costs by \$3.165 million to assist in balancing the General Fund budget including:
  - \$2,772,872 enhanced levels of service.
  - \$356,823 Final Budget reductions.
  - \$35,700 reductions during Final Budget deliberations.

## SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: CONTRACT & PURCHASING SVCS-GS 035H ACTIVITY: Purchasing UNIT: 7007063			
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	2,052,560	2,205,471	2,163,605	2,171,012	2,017,275
<b>Total Operating Rev</b>	<b>2,052,560</b>	<b>2,205,471</b>	<b>2,163,605</b>	<b>2,171,012</b>	<b>2,017,275</b>
Salaries/Benefits	1,775,767	1,868,109	1,909,491	2,015,086	1,803,261
Services & Supplies	297,572	307,485	394,354	326,187	303,272
Other Charges	31,478	40,320	50,148	37,867	37,867
Intrafund Chgs/Reimb	-163,329	-244,615	-184,888	-113,093	-119,125
<b>Total Operating Exp</b>	<b>1,941,488</b>	<b>1,971,299</b>	<b>2,169,105</b>	<b>2,266,047</b>	<b>2,025,275</b>
Other Revenues	43	58,904	5,500	8,000	8,000
Other Financing	0	612	0	0	0
<b>Total Nonoperating Rev</b>	<b>43</b>	<b>59,516</b>	<b>5,500</b>	<b>8,000</b>	<b>8,000</b>
Residual Eq Trn Out	0	208,000	208,000	0	0
<b>Total Nonoperating Exp</b>	<b>0</b>	<b>208,000</b>	<b>208,000</b>	<b>0</b>	<b>0</b>
<b>Net Income (Loss)</b>	<b>111,115</b>	<b>85,688</b>	<b>-208,000</b>	<b>-87,035</b>	<b>0</b>
Positions	20.0	20.0	20.0	20.0	18.0

## PROGRAM DESCRIPTION:

### General Services - Contract and Purchasing Services Division:

- Provides centralized procurement services for county agencies, departments, and some special districts.
- Provides product research and evaluation, specification development, service and product usage requirements and histories, and issues purchase orders and contracts.
- Coordinates and monitors the County's Procurement Opportunity Program.



**PROGRAM DESCRIPTION (CONT.):**

- Coordinates the County Delegated Purchasing Programs (Limited Purchase Order, Department Field Order and Procurement Card).
- Provide various training courses to county agencies, departments, some special districts, and vendors.

**MISSION:**

To assist customers in a professional and supportive manner while delivering dependable contract and purchasing services.

**GOALS:**

- Improve procurement effectiveness and service delivery to county users.
- Enhance procurement processes by creating an electronic procurement solution.
- Identify and reduce the level of maverick spending occurring on delegated purchasing programs.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Applied for and received the 2009 Achievement of Excellence in Procurement Award.
- Implemented process changes based on feedback from the department's Customer Satisfaction Survey and 2008 California Association of Public Purchasing Officers Conference.
- Captured over \$1,528,000 in cost savings.
- Developed and implemented a bidder's checklist document to reduce/eliminate the number of responses rejected and/or deemed unresponsive.
- Implemented Job Shadowing Program to prepare staff for career advancement.
- Rebated \$208,000 of retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Develop and implement small business vendor usage tracking system.
- Implement limited e-Procurement functionality.
- Obtain approval from Board of Supervisors to make improvements to the Procurement Opportunities Program (POP).
- Absorb approximately \$170,600 in cost increases including the cost-of-living adjustment, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$254,647 to assist in balancing the General Fund budget including:
  - \$193,035 enhanced levels of service.
  - \$49,500 Final Budget reductions.
  - \$13,442 reductions during Final Budget deliberations.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: BUILDING MAINT AND OPERATIONS-GS 035F		ACTIVITY: Downtown District UNIT: 7007430	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Use Of Money/Prop	639	364	0	0	0
Charges for Service	11,058,769	10,925,794	11,194,737	9,720,743	8,954,181
<b>Total Operating Rev</b>	<b>11,059,408</b>	<b>10,926,158</b>	<b>11,194,737</b>	<b>9,720,743</b>	<b>8,954,181</b>
Salaries/Benefits	6,929,745	6,969,799	7,448,360	6,993,411	6,040,106
Services & Supplies	2,502,317	2,007,500	2,459,212	1,758,630	1,672,000
Other Charges	644,585	159,264	213,562	153,364	153,364
Depreciation/Amort	1,737	1,737	1,737	1,588	1,588
Intrafund Chgs/Reimb	400,252	389,643	656,333	661,202	670,841
<b>Total Operating Exp</b>	<b>10,478,636</b>	<b>9,527,943</b>	<b>10,779,204</b>	<b>9,568,195</b>	<b>8,537,899</b>
Interest Income	0	32,433	0	0	0
Other Revenues	291,559	350,291	0	0	0
Other Financing	0	10,247	0	0	0
<b>Total Nonoperating Rev</b>	<b>291,559</b>	<b>392,971</b>	<b>0</b>	<b>0</b>	<b>0</b>
Debt Retirement	403,387	415,533	415,533	416,282	416,282
Residual Eq Trn Out	0	991,000	991,000	0	250,000
<b>Total Nonoperating Exp</b>	<b>403,387</b>	<b>1,406,533</b>	<b>1,406,533</b>	<b>416,282</b>	<b>666,282</b>
<b>Net Income (Loss)</b>	<b>468,944</b>	<b>384,653</b>	<b>-991,000</b>	<b>-263,734</b>	<b>-250,000</b>
Positions	79.0	81.0	81.0	75.0	66.0

**PROGRAM DESCRIPTION:**

**General Services - Downtown District:**

- Maintains approximately 2,080,000 square feet of space covering all county owned facilities between the Sacramento River, American River, Business 80 and Broadway.
- Provides for the total maintenance, operation and custodial needs of the facilities including remodeling and repair work.

**MISSION:**

To provide quality facility support services ensuring the best value for our customers through empowered employees, innovative leadership and professionally delivered services.

**GOALS:**

- To enable our customers to perform their mission in a well maintained and comfortable facility.
- To improve overall customer satisfaction by increasing the level of preventative maintenance service.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Discontinued maintenance services at the Schaber Courthouse due to the transfer of this facility to the Judicial Council of California, Administrative Office of the Courts.
- Completed construction of the Office of Communications and Information Technology (OCIT) building central plant. This included adding a third chiller, all associated pumps and piping to supply chilled water and air conditioning, to both OCIT and the Sheriff's Administration buildings.
- Continued implementation of the re-lamp effort in the Main Jail.
- Continued effort to replace three emergency generators at the OCIT facility to meet Air Quality Management District standards.
- Rebated \$991,000 of retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Begin upgrade/retrofit of the elevators in the Main Jail. All controls and mechanical equipment will be replaced with more energy efficient and current industry technology.
- Begin replacement of the 15,000 gallon fire sprinkler water storage tank in the OCIT facility. The old tank has corroded and silt is infiltrating into the tank.
- Replace pneumatic door air compressor in the Main Jail. The air compressor operates twenty-six large sliding doors allowing inmate movement.
- Assist in the installation of security screening in the Main Jail for officer safety.
- Rebate \$250,000 of retained earnings to customer departments.
- Reduce costs by \$1.045 million to assist in balancing the General Fund budget including:
  - \$684,735 enhanced levels of service.
  - \$324,540 Final Budget reductions.
  - \$35,700 reductions during Final Budget deliberations.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: BUILDING MAINT AND OPERATIONS-GS 035F		ACTIVITY: Energy Management UNIT: 7007046	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	0	0	0	9,287,422	8,921,577
<b>Total Operating Rev</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,287,422</b>	<b>8,921,577</b>
Salaries/Benefits	0	0	0	146,557	146,305
Services & Supplies	0	0	0	8,957,261	8,949,625
Other Charges	0	0	0	3,961	3,961
Intrafund Chgs/Reimb	0	0	0	78,897	-279,060
<b>Total Operating Exp</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,186,676</b>	<b>8,820,831</b>
Interest Expense	0	0	0	6,591	6,591
Debt Retirement	0	0	0	94,155	94,155
<b>Total Nonoperating Exp</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,746</b>	<b>100,746</b>
<b>Net Income (Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Positions	0.0	0.0	0.0	1.0	1.0

**PROGRAM DESCRIPTION:**

**General Services – Energy Management:**

- Develops an energy strategy that will provide low cost, reliable and low-carbon power for the operation of county facilities.
- Monitors and analyzes energy usage and energy savings resulting from conservation measures and projects.
- Coordinates energy related issues and provides technical assistance and expertise within County government.

**MISSION:**

Reduce county operations' energy usage, greenhouse gas emissions and energy costs by increasing employee awareness and participation in energy reduction efforts, implementing cost-effective and reliable energy efficient technologies and improving the efficiency of the utility management and payment process.

**GOAL:**

Reduce county operations energy usage and greenhouse gas emissions by one percent from the previous fiscal year.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Completed energy savings retrofit projects: high efficiency lighting, Heating Ventilation and Air Conditioning (HVAC), and Direct Digital Controls (DDC) at nine county facilities. These projects are expected to reduce energy usage and greenhouse gas emissions at these facilities by over fifty percent (on average).
- Completed application and received notification of \$5.3 million award for energy-related Federal Stimulus grant.
- Rebated \$1.590 million of retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Transfer the Energy Management program from the Department of Facility Planning, Architecture and Real Estate to General Services effective July 1, 2009.
- Start and complete construction of Rio Cosumnes Correctional Center Energy Efficiency Retrofit Project (funded by Federal Stimulus grant and energy savings). This project will replace a high maintenance HVAC chiller, obsolete DDC system and old lighting with high efficiency equipment. This project is expected to reduce energy usage and greenhouse gas emissions at this facility by over ten percent.
- Start retro-commissioning existing county facilities by tuning up the equipment and controls. This effort is expected to reduce the energy usage and greenhouse gas emissions at the affected buildings by five to fifteen percent.
- Reduce costs by \$14,114 to assist in balancing the General Fund budget.

# FLEET SERVICES - HEAVY EQUIPMENT

7007600

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: FLEET SERVICES HEAVY EQUIP 035M		ACTIVITY: Fleet Svc-Heavy Equipment UNIT: 7007600	
<b>SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10</b>					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	18,193,326	23,298,904	30,998,438	27,517,612	26,579,569
<b>Total Operating Rev</b>	<b>18,193,326</b>	<b>23,298,904</b>	<b>30,998,438</b>	<b>27,517,612</b>	<b>26,579,569</b>
Salaries/Benefits	8,829,579	9,400,225	9,228,078	9,108,258	9,108,258
Services & Supplies	10,375,045	11,905,069	20,922,884	17,479,822	16,443,080
Other Charges	199,545	234,111	250,708	214,698	214,698
Depreciation/Amort	2,531,748	2,776,765	2,723,972	2,769,000	2,769,000
Intrafund Chgs/Reimb	260,132	-48,396	434,680	313,903	412,602
<b>Total Operating Exp</b>	<b>22,196,049</b>	<b>24,267,774</b>	<b>33,560,322</b>	<b>29,885,681</b>	<b>28,947,638</b>
Interest Income	17	14	0	0	0
Other Revenues	3,578,339	2,413,058	3,590,000	3,076,069	3,076,069
Other Financing	0	97,009	0	0	0
<b>Total Nonoperating Rev</b>	<b>3,578,356</b>	<b>2,510,081</b>	<b>3,590,000</b>	<b>3,076,069</b>	<b>3,076,069</b>
Debt Retirement	702,677	708,008	711,516	708,000	708,000
Loss/Disposition-Asset	6,298	0	0	0	0
Equipment	-21,030	202,746	316,600	0	0
Residual Eq Trn Out	0	3,425,000	3,425,000	0	0
<b>Total Nonoperating Exp</b>	<b>687,945</b>	<b>4,335,754</b>	<b>4,453,116</b>	<b>708,000</b>	<b>708,000</b>
<b>Net Income (Loss)</b>	<b>-1,112,312</b>	<b>-2,794,543</b>	<b>-3,425,000</b>	<b>0</b>	<b>0</b>
Positions	106.0	106.0	106.0	106.0	106.0

**PROGRAM DESCRIPTION:**

**General Services - Heavy Equipment Section of the Fleet Services Division:**

- Operates and maintains a rental fleet of construction equipment.

**PROGRAM DESCRIPTION (CONT.):**

- Maintains and repairs heavy equipment vehicles for other county departments.
- Operates five repair facilities: the Bradshaw Shop, the North Area Recovery Station Shop, the Disposal Site Shop, the North County Corporation Yard Shop and the Regional Wastewater Treatment Plant Shop.
- Maintains and operates a main parts supply room and warehouse at the Bradshaw location and smaller inventories at the other shops and garages for both light and heavy equipment.
- Operates the Bradshaw fueling station and liquid natural gas station.
- Manages the division, which includes both heavy and light equipment.
- Administers a Capital Outlay Fund for the purchase and the replacement of heavy equipment.

**MISSION:**

To provide customers with quality and timely fleet services in the areas of preventive maintenance scheduling, service and repair of heavy equipment, fabrication services according to customer requirements, special projects related to equipment needs and operation of heavy equipment rental fleet.

**GOALS:**

- Continue to monitor and initiate performance measurements to better utilize resources.
- Continue the integration of low emission vehicles into the county fleet.
- Provide increased preventive maintenance during non-working hours to reduce the frequency of equipment failures.
- Maintain division safety record.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Continued implementation of purchasing policy for the purchase of reduced emission heavy equipment.
- Accelerated the integration of low emission vehicles into county fleet.
- Continued retrofit of the fleet with diesel particulate filters.
- Upgraded Fuel Station control units to "real-time" authorization capabilities.
- Completed installation and implementation of Fuel Focus fueling system.
- Rebated \$3.425 million of retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Continue to keep vehicles serviced and maintained in a timely, efficient manner.
- Achieve compliance with new Enhanced Vapor Recovery regulations at fueling facilities.
- Review maintenance activities and evaluate potential consolidation of heavy fleet operations.
- Reduce costs by \$938,043 to assist in balancing the General Fund budget.

# FLEET SERVICES - LIGHT EQUIPMENT

7007500

## SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: FLEET SERVICES LIGHT EQUIP 035L		ACTIVITY: Fleet Svc-Light Equipment UNIT: 7007500	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	22,460,084	23,091,415	26,790,536	26,496,140	24,707,619
Total Operating Rev	22,460,084	23,091,415	26,790,536	26,496,140	24,707,619
Salaries/Benefits	2,784,130	2,865,004	3,050,927	3,181,842	2,942,973
Services & Supplies	11,942,060	9,381,559	13,575,733	12,681,963	10,992,449
Other Charges	70,402	119,458	131,606	98,840	98,840
Depreciation/Amort	8,157,068	8,126,106	8,832,581	8,655,500	8,655,500
Intrafund Chgs/Reimb	881,521	655,034	-65,449	171,995	311,857
Total Operating Exp	23,835,181	21,147,161	25,525,398	24,790,140	23,001,619
Gain/Sale/Property	878,161	782,755	500,000	225,000	225,000
Other Revenues	439,528	262,528	160,000	120,000	120,000
Other Financing	0	4,308	0	0	0
Total Nonoperating Rev	1,317,689	1,049,591	660,000	345,000	345,000
Interest Expense	1,035,343	1,342,314	1,524,638	1,677,000	1,677,000
Debt Retirement	351,338	354,008	350,500	354,000	354,000
Loss/Disposition-Asset	133,743	70,420	30,000	20,000	20,000
Equipment	0	8,184	20,000	0	0
Residual Eq Trn Out	0	3,062,000	3,062,000	0	0
Total Nonoperating Exp	1,520,424	4,836,926	4,987,138	2,051,000	2,051,000
Net Income (Loss)	-1,577,832	-1,843,081	-3,062,000	0	0
Positions	39.0	39.0	39.0	39.0	37.0

## PROGRAM DESCRIPTION:

### General Services - Light Equipment Section of the Fleet Services Division:

- Maintains all light automotive equipment required by county agencies and departments, except for the Sacramento County Airport System.



**PROGRAM DESCRIPTION (CONT.):**

- Develops specifications for, and purchases all classes of automotive vehicles.
- Operates the Downtown, Bradshaw, North Corporation Yard, Sheriff's North and South Stations, Rockingham automotive maintenance shop and service facilities.
- Operates the Downtown and Branch Center motor pools.
- Operates the fuel stations at the Downtown, North, North Central and South Central Garages.

**MISSION:**

To provide customers with quality and timely fleet services in the areas of preventative maintenance scheduling, service and repair of light equipment, fabrication services according to customer requirements, special projects related to equipment needs, and operation of the rental fleet.

**GOALS:**

- Evaluate and increase performance measurement techniques in order to improve customer service.
- Improve preventive maintenance standards to reduce the frequency of equipment failures.
- Expand the integration of low emission and hybrid vehicles into the county fleet.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Website enhancements provided online training assistance for equipment billing and improved customer service.
- Continued to actively integrate reduced emission vehicles into the fleet whenever feasible.
- Completed the installation of the Fuel Focus Fuel Management System.
- Closed Marconi garage and moved those Sheriff operations to the Garfield and Downtown garages.
- Rebated \$3.062 million of retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Prioritize necessary safety maintenance and unscheduled repairs to ensure optimum usage of vehicles with minimal downtime.
- Move toward one-hundred percent compliance of the Fleet with Enhanced Vapor Recovery regulations.
- Implement and emphasize internal cost-cutting measures to ensure efficiency.
- Conduct maintenance activity study to evaluate potential light fleet maintenance facility consolidations.
- Absorb approximately \$412,800 in cost increases including the cost-of-living adjustment, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$1.870 million to assist in balancing the General Fund budget including:
  - \$892,046 enhanced levels of service.
  - \$978,075 Final Budget reductions.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: GENERAL SERVICES-OPERATIONS 035A		ACTIVITY: Office of the Director UNIT: 7110000	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	830,339	715,525	817,531	1,678,498	1,535,782
<b>Total Operating Rev</b>	<b>830,339</b>	<b>715,525</b>	<b>817,531</b>	<b>1,678,498</b>	<b>1,535,782</b>
Salaries/Benefits	3,096,395	2,327,683	2,625,572	3,844,250	3,287,340
Services & Supplies	800,600	712,887	916,515	1,443,728	1,238,920
Other Charges	57,302	13,395	196,033	241,577	241,577
Intrafund Chgs/Reimb	-3,120,330	-2,128,235	-2,770,589	-3,107,817	-2,832,055
<b>Total Operating Exp</b>	<b>833,967</b>	<b>925,730</b>	<b>967,531</b>	<b>2,421,738</b>	<b>1,935,782</b>
Other Revenues	614	611	150,000	400,000	400,000
Other Financing	0	199,677	0	0	0
<b>Total Nonoperating Rev</b>	<b>614</b>	<b>200,288</b>	<b>150,000</b>	<b>400,000</b>	<b>400,000</b>
<b>Net Income (Loss)</b>	<b>-3,014</b>	<b>-9,917</b>	<b>0</b>	<b>-343,240</b>	<b>0</b>
Positions	22.0	22.0	22.0	29.8	25.8

**PROGRAM DESCRIPTION:**

**General Services - Office of the Director:**

- Includes the Director of General Services and those positions that assist in carrying out the responsibilities for planning, organizing, and directing the department.
- Administrative Services Division: Provides general administrative support, management consultation, financial control, departmental training, information technology and public information coordination.
- Facility Planning and Management Division (FPM): Provides for the administration of facility planning for county owned and leased facilities. The division manages the Capital Construction Fund, which provides funding for construction and remodeling of county owned facilities. The division also includes the Energy Management Program, which coordinates energy related issues, seeks ways to reduce energy usage and promote use of alternative fuels and analyzes energy savings resulting from conservation or other methods. Additionally, Computer Aided Facility Management and Master Planning (for county owned facilities), the Parking Enterprise and Environmental Management Services are managed by the FPM division.

**MISSION:**

To support the fiscal, environmental and information technology needs of the department.

**GOAL:**

To provide effective and timely administrative support services to General Services Real Estate and Architectural Services staff in order for the divisions to achieve their goals.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Conducted one hundred percent review of countywide fleet utilization.
- FPM reduced staff by 3.0 positions to achieve cost savings: transferred 1.0 filled Building Project Coordinator II to Architectural Services Division, and left vacant 1.0 Administrative Services Officer II, and 1.0 Principal Engineer/Architect, a 38.0 percent reduction in staff.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Transfer the Facility Planning and Management (FPM) division from the Department of Facility Planning, Architecture and Real Estate (FPARE) to General Services effective July 1, 2009.
- Discontinue administrative support services (excluding Information Technology services) to the Architectural Services Division (ASD), which transferred to the County Engineering Department effective July 1, 2009.
- Continue to provide administrative support services to the Real Estate Division, which transferred to the County Clerk Recorder Department effective July 1, 2009.
- Complete the County-Wide Space Utilization study to investigate cost effectiveness of consolidating County staff to achieve facility cost savings, and initiate a calendar of moves over a three year period, consistent with contractual lease termination periods.
- Reduce costs by \$607,233 to assist in balancing the General Fund budget including:
  - \$384,529 enhanced levels of service.
  - \$222,704 Final Budget reductions.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		<b>FUND: PARKING ENTERPRISE</b> 056A		<b>ACTIVITY: Parking Operations</b> UNIT: 7990000	
SCHEDULE 11 OPERATIONS OF PUBLIC SERVICE ENTERPRISE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Use Of Money/Prop Charges for Service	2,842,401 168,268	2,498,641 166,474	2,529,039 151,063	2,679,605 169,399	2,725,605 169,399
<b>Total Operating Rev</b>	<b>3,010,669</b>	<b>2,665,115</b>	<b>2,680,102</b>	<b>2,849,004</b>	<b>2,895,004</b>
Salaries/Benefits	680,419	610,707	739,298	496,497	496,497
Services & Supplies	1,578,070	1,446,146	1,676,009	1,299,775	1,349,510
Other Charges	554,878	1,117,100	544,899	1,337,668	1,333,933
<b>Total Operating Exp</b>	<b>2,813,367</b>	<b>3,173,953</b>	<b>2,960,206</b>	<b>3,133,940</b>	<b>3,179,940</b>
Other Revenues	313,819	421,749	1,288,104	294,912	294,912
<b>Total Nonoperating Rev</b>	<b>313,819</b>	<b>421,749</b>	<b>1,288,104</b>	<b>294,912</b>	<b>294,912</b>
Improvements	78,933	66,039	998,000	9,976	9,976
Equipment	0	-31,221	10,000	0	0
Residual Eq Trn Out	0	6,831,189	6,831,189	0	0
<b>Total Nonoperating Exp</b>	<b>78,933</b>	<b>6,866,007</b>	<b>7,839,189</b>	<b>9,976</b>	<b>9,976</b>
<b>Net Income (Loss)</b>	<b>432,188</b>	<b>-6,953,096</b>	<b>-6,831,189</b>	<b>0</b>	<b>0</b>
Positions	10.0	10.0	10.0	7.0	7.0

**PROGRAM DESCRIPTION:**

**General Services - Parking Enterprise:**

- Provides parking services to the public, county employees and a variety of governmental agencies located in the Downtown and Branch Center complexes and the Carol Miller Justice Center, through the operation of various lots at these locations.
- Operates bicycle storage, shower and locker facilities in the Downtown Complex and one bicycle storage unit in the Branch Center Complex.

**PROGRAM DESCRIPTION (CONT.):**

- Enforces parking regulations on county owned property.
- Reviews and processes citations and administrative reviews for the Sheriff's Department (including the Airport Detail), Sacramento County Airport System, General Services, Regional Parks and Highway Patrol through a contract with the City of Sacramento.

**MISSION:**

To provide basic parking services while maintaining reasonable fees for services.

**GOALS:**

- Develop short and long range plans for provision of adequate parking spaces in the downtown and outlying areas.
- Keep parking areas clean and safe for our patrons.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- As a result of the structural integrity study done on the Employee Parking Facility, a project to replace the worn hydraulic cylinders and pistons of the Employee Lot's two passenger elevators was completed.
- Parking Attendant Booths were purchased and installed in the Public Parking Facility, replacing the aged and damaged booths with new, American's with Disabilities Act compliant booths.
- Absorbed parking staff stationed at the Carol Miller Justice Center to the downtown office as a result of the transference of the facility to the Court system. Bradshaw patrols, and other outlying parking location tasks, are now conducted through the downtown office.
- Received Board approval to increase monthly public parking rates by \$10 per month and public hourly rates by \$0.25 per half hour, or fraction thereof, effective July 1, 2009.
- Transferred \$6.83 million of retained earnings to the General Fund to assist in balancing the General Fund budget.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Propose an increase in public hourly rates by an additional \$0.25 per half hour, or fraction thereof, and an increase in monthly employee parking rates.
- Implement new bail schedule and surcharges on citations due to new legislation: Senate Bill 1407.
- Implement an electronic parking citation writing process that will increase efficiency and record evidence of the infraction.
- Update computerized parking revenue control system.
- Coordinate plans with Regional Transit on the placement of new light rail tracks around public and employee parking facilities, trying to keep disruptions of daily parking operation to a minimum.

## SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: BUILDING MAINT AND OPERATIONS-GS 035F		ACTIVITY: Security Services UNIT: 7450000	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	2,986,395	3,108,311	3,079,302	2,904,067	2,764,577
<b>Total Operating Rev</b>	<b>2,986,395</b>	<b>3,108,311</b>	<b>3,079,302</b>	<b>2,904,067</b>	<b>2,764,577</b>
Salaries/Benefits	2,466,954	2,668,077	2,783,675	2,827,343	2,536,450
Services & Supplies	208,004	243,916	377,172	255,879	261,451
Other Charges	59,996	72,576	87,630	69,943	69,943
Intrafund Chgs/Reimb	-106,283	-136,720	-169,175	-138,061	-103,267
<b>Total Operating Exp</b>	<b>2,628,671</b>	<b>2,847,849</b>	<b>3,079,302</b>	<b>3,015,104</b>	<b>2,764,577</b>
Other Revenues	0	712	0	0	0
Other Financing	0	4,563	0	0	0
<b>Total Nonoperating Rev</b>	<b>0</b>	<b>5,275</b>	<b>0</b>	<b>0</b>	<b>0</b>
Residual Eq Trn Out	0	254,000	254,000	0	0
<b>Total Nonoperating Exp</b>	<b>0</b>	<b>254,000</b>	<b>254,000</b>	<b>0</b>	<b>0</b>
<b>Net Income (Loss)</b>	<b>357,724</b>	<b>11,737</b>	<b>-254,000</b>	<b>-111,037</b>	<b>0</b>
Positions	36.0	36.0	36.0	36.0	32.0

## PROGRAM DESCRIPTION:

### General Services – Security Division:

- The Security Services Division provides unarmed security services to certain county owned facilities.
- Administrative Facilities Management is also included in this budget unit. This unit provides accounting support to the three facilities maintenance and operations districts.

## MISSION:

To promote a safe and secure environment for valued customers and employees while incorporating the most cost-effective methods available.

**GOALS:**

- Expand the electronic Guard Tour System by ten percent of existing facility patrol.
- Develop and distribute a Customer Service Survey to assess customer perception of security within the workplace.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Discontinued security services to court facilities due to the transfer of ownership of these facilities to the Judicial Council of California, the Administrative Office of the Courts.
- Provided patrol and security to vacant buildings created by the Department of Transportation Hazel Avenue Widening Project.
- Rebated \$254,000 of retained earnings to customer departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Discontinue security services at the Sacramento Area Sewer District North County Corporation Yard facility.
- Reduce security services for Branch Center, Downtown District and McCuen One facilities and relocate staff to the following new locations: Department of Human Assistance, 4433 Florin Road and Department of Health and Human Services, 4875 Broadway.
- Reduce costs by \$706,395 to assist in balancing the General Fund budget including:
  - \$672,026 enhanced levels of service.
  - \$34,369 Final Budget reductions.

## SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: SUPPORT SERVICES-GS 035J		ACTIVITY: Support Services UNIT: 7700000	
<b>SCHEDULE 10</b> OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	9,209,573	10,663,138	12,336,634	12,127,668	11,757,913
<b>Total Operating Rev</b>	<b>9,209,573</b>	<b>10,663,138</b>	<b>12,336,634</b>	<b>12,127,668</b>	<b>11,757,913</b>
Salaries/Benefits	1,865,497	1,978,712	2,136,421	2,070,492	1,929,515
Services & Supplies	1,196,547	2,109,659	2,050,216	1,979,289	1,753,960
Other Charges	57,988	62,496	65,868	59,693	59,693
Depreciation/Amort	125,637	126,834	124,435	92,022	72,300
Intrafund Chgs/Reimb	227,379	151,247	255,270	251,748	268,021
Cost of Goods Sold	5,841,539	5,362,961	7,424,424	7,424,424	7,424,424
<b>Total Operating Exp</b>	<b>9,314,587</b>	<b>9,791,909</b>	<b>12,056,634</b>	<b>11,877,668</b>	<b>11,507,913</b>
Gain/Sale/Property	474	0	0	0	0
Other Revenues	159,949	46,018	0	0	0
Other Financing	0	9,357	0	0	0
<b>Total Nonoperating Rev</b>	<b>160,423</b>	<b>55,375</b>	<b>0</b>	<b>0</b>	<b>0</b>
Debt Retirement	24,146	0	0	0	0
Equipment	64,739	45,555	280,000	250,000	250,000
Residual Eq Trn Out	0	1,481,167	1,140,000	0	0
<b>Total Nonoperating Exp</b>	<b>88,885</b>	<b>1,526,722</b>	<b>1,420,000</b>	<b>250,000</b>	<b>250,000</b>
<b>Net Income (Loss)</b>	<b>-33,476</b>	<b>-600,118</b>	<b>-1,140,000</b>	<b>0</b>	<b>0</b>
Positions	31.0	31.0	31.0	31.0	28.0

## PROGRAM DESCRIPTION:

### General Services - Support Services Division:

- Provides centralized high speed, black and white, and full color printing services for county agencies and departments.



**PROGRAM DESCRIPTION (CONT.):**

- Provides centralized U.S. mail, inter-office messenger, central stores, central records management and warehousing to county agencies and departments.
- Provides redistribution and/or disposal of county assets through the Surplus Property Program.
- Administers the County internal recycling program.
- Provides centralized document scanning to county agencies and departments.

**MISSION:**

To provide valued, countywide support of centralized stores, mail, records, printing, scanning, warehousing and surplus property/recycling services while satisfying customer expectations and maintaining excellent customer service.

**GOALS:**

- Continue to expand customer access to online print requests and the printing billing system.
- Continue to expand county awareness of the Scan Center and seek new scan business.
- Increase customer awareness of changes to U.S. Postal Service regulations and thereby minimize mail postage costs.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Provided customers access to create online print requests, expanded to include City of Sacramento.
- Updated printing and mail processing equipment that improved speed and reliability to meet customer needs.
- Began the Department of Human Assistance Cal-WIN case file imaging project.
- Rebated \$1.14 million of retained earnings to customer departments.
- Transferred \$341,167 in Support Services Capital Outlay funds to the General Fund.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Provide customers an online ability to access completed printing orders to enable their research of current and/or past jobs.
- Continue imaging Department of Human Assistance Cal-WIN case files.
- Absorb approximately \$94,400 in cost increases including the cost-of-living adjustment, annual salary step increases, benefit increases and other unavoidable cost increases in the services and supplies accounts.
- Reduce costs by \$441,892 to assist in balancing the General Fund budget including:
  - \$212,142 enhanced levels of service.
  - \$219,750 Final Budget reductions.
  - \$10,000 during Final Budget deliberations.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: LIABILITY PROPERTY INSURANCE 037A		ACTIVITY: Liability/Property Insurance UNIT: 3910000	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	17,432,358	18,496,371	18,754,835	14,318,435	9,218,435
Total Operating Rev	17,432,358	18,496,371	18,754,835	14,318,435	9,218,435
Services & Supplies	13,260,133	20,319,269	20,216,491	17,990,847	17,990,847
Other Charges	156,316	135,272	245,444	151,455	151,455
Total Operating Exp	13,416,449	20,454,541	20,461,935	18,142,302	18,142,302
Interest Income	564,410	418,958	0	0	0
Aid-Gov'n't Agencies	0	346,774	0	0	0
Other Revenues	1,707,116	1,611,805	1,707,100	1,823,867	1,823,867
Other Financing	0	1,142	0	0	0
Total Nonoperating Rev	2,271,526	2,378,679	1,707,100	1,823,867	1,823,867
Net Income (Loss)	6,287,435	420,509	0	-2,000,000	-7,100,000

**PROGRAM DESCRIPTION:**

Sacramento County has been self-insured for Liability and Workers' Compensation Insurance since 1973. The costs of the programs are allocated to all county departments and organizations according to the number of employees and claims experience. Although the Liability and Workers' Compensation programs are self-insured, the County also purchases excess Liability and Workers' Compensation Insurance to cover claims above a self-insured retention of \$2.0 million. Sacramento County also utilizes pooled and group insurance purchasing programs for certain coverage including property, boiler and machinery, aircraft, airport operations, and pollution liability.

**MISSION:**

The mission of the Liability/Property Insurance program is to effectively manage risk and the impact of liability and property losses through the use of self-insurance, excess insurance, specialized insurance policies, contractual risk transfer, and the effective and timely handling of claims.

**GOALS:**

- Continue to expand the Liability/Property Insurance program's involvement with departments through risk and insurance workshops and quarterly/annual claims reviews.
- Provide professional, timely and thorough contract reviews for all departments.
- Administer claims in a fair, timely and effective manner.
- Increase subrogation and insurance recoveries.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Monitored the insurance marketplace for new products that can better protect the County and its customers.
- Increased subrogation and insurance recovery efforts.
- Postponed the development of an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Postponed the development of a more detailed and functional Liability Office website.
- Continued to review and update the County Transportation policy.
- Implemented a performance measures tracking system for contract reviews.
- Continued our participation on the David Corp's Steering Committee in order to provide end-user input on their new version of the Liability Database.
- Collaborated with the Water Quality Department to ensure our responsiveness to their ever-increasing need for claims information related to sewer losses.
- Updated claims procedures manual.
- Participated with Airports to develop the framework and selection process for an Owner Controlled Insurance Program (OCIP) for the Airports Terminal Modernization Project.
- Set up Mandatory medicare Set-Aside Reporting procedures.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Continue to monitor the insurance marketplace for new products that can better protect the County and its customers.
- Continue to increase subrogation and insurance recovery efforts.
- Develop an informative brochure for county departments providing an overview of operations and role of the Liability Office and Safety Office.
- Develop a more detailed and functional Liability Office website.
- Finalize and implement updates to the County Transportation policy.
- Continue to work with Airports on monitoring the OCIP for the Airports Terminal Modernization Project.
- Develop and Implement indemnification and insurance requirement updates to the County's Standard Construction Specifications Manual.
- Continue the Trends Development Program.
- Conduct indemnification and insurance training workshops for county contracts' staff.
- Continue participation in Project Horizon with Sheriff's Department and Inspector General.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 5740000 Office of Compliance			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10		CLASSIFICATION FUNCTION: PUBLIC PROTECTION ACTIVITY: Other Protection FUND: GENERAL			
Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Salaries/Benefits	133,087	180,410	476,045	291,796	291,796
Services & Supplies	343,005	400,843	547,773	302,833	302,833
Interfund Charges	0	39,427	59,141	39,498	39,498
Intrafund Charges	1,912	97,489	179,143	31,263	31,263
<b>SUBTOTAL</b>	<b>478,004</b>	<b>718,169</b>	<b>1,262,102</b>	<b>665,390</b>	<b>665,390</b>
Intrafund Reimb	-202,421	-446,641	-954,106	-380,372	-380,372
<b>NET TOTAL</b>	<b>275,583</b>	<b>271,528</b>	<b>307,996</b>	<b>285,018</b>	<b>285,018</b>
Prior Yr Carryover Revenues	142,999 -957	14,824 991	14,824 0	10,982 0	10,982 0
<b>NET COST</b>	<b>133,541</b>	<b>255,713</b>	<b>293,172</b>	<b>274,036</b>	<b>274,036</b>
Positions	3.0	5.0	5.0	3.0	3.0

**PROGRAM DESCRIPTIONS:**

**Office of Compliance:**

- The Office of Compliance was created in order to address increasing mandates of state and federal legislation, as well as the need for project management of assigned reviews and audits across agencies and departments. New federal legislation now mandates the designation of a Compliance Officer, a role that was assigned to the County Clerk-Recorder. The Office ensures countywide compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA Privacy Rule (with an implementation deadline of April 2003) and the Security Rule (implementation deadline of April 2005) both established regulations that govern privacy of personal medical information, security and administrative standardization. HIPAA also addresses simplification of standards for health care transactions and billing of federal health care revenues.

**PROGRAM DESCRIPTIONS (CONT.):****Inspector General:**

- The Inspector General independently monitors defined areas of interest, analyzing trends and recommending ways to strengthen and improve law enforcement services and the citizen complaint and investigations process. As a proactive approach to preventing professional conflicts or misconduct, open-door guidance to members of the Sheriff's Department, through the Office of Inspector General, is encouraged.

**MISSIONS:****Office of Compliance:**

- To protect and uphold the interests of Sacramento County and its citizens related to state and federal mandated requirements. These include, but are not limited to, the Health Insurance Portability and Accountability Act of 1996, Medicaid Managed Care Program Integrity (Code of Federal Regulations (CFR) 42, Section 438.608), and the Federal Fair and Accurate Credit Transaction Act (FACTA - CFR 16, Section 682). The Office will provide any required coordination or project management for assigned audits, reviews or investigations across the County's agencies and departments.

**Inspector General:**

- The Office of Inspector General promotes a culture of integrity, accountability, and transparency throughout the Sacramento County Sheriff's Department in order to safeguard and preserve the public trust.

**GOALS:****Office of Compliance:**

- Serve as a central point of contact related to all HIPAA mandates, compliance efforts and training within Sacramento County government.
- Provide oversight of county departments' and divisions' efforts to meet federally mandated HIPAA, FACTA, and CFR 42 Section 438.608 requirements within specified timelines. Assure documentation of due diligence and reasonable action efforts in meeting these federal mandates.
- Provide countywide training and compliance support to county departments and divisions where required by state or federal law.
- Enforce compliance of CFR by maintaining a countywide process for receiving, documenting, tracking, investigating, and acting on all complaints.

**Inspector General:**

- Law enforcement officers are entrusted with unparalleled responsibility and authority. They make countless decisions daily which both impact members of the public and shape public opinion. Because of this, the role of law enforcement is tied directly to sustaining the public trust, as both an essential and renewable resource. Embodied in the Law Enforcement Officers Code of Ethics is the principle that those sworn to uphold the law must, in turn, hold themselves to the highest standard of ethical conduct in the performance of their duties.

**GOALS (CONT.):****Inspector General (cont.):**

- Although the practice of independent oversight is not new to government, it is nonetheless an emerging concept for law enforcement. When coupled with a reasoned and respectful tone, such assessment exemplifies progressive governance based on stewardship and accountability. Within the context of essential law enforcement service, providing for a continuum of independent assessment at the local level just makes good sense, in the interest of promoting accountability and transparency. These are the primary goals for the Office of Inspector General.

**SIGNIFICANT DEVELOPMENTS FOR 2008-09:****Office of Compliance:**

- The Office of Agency Administration – Office of Compliance continued to work with the Department of General Services, Procurement Division to identify those current and future countywide contracts that must be amended to include HIPAA Business Associate language.
- Countywide outreach continued, in order to educate the workforce on the importance of safeguarding sensitive data.
- The Office continued, in order to fulfill mandated oversight activities, audits of HIPAA covered component sites, focusing on those sites that have been identified as posing the highest risk for information breaches, as well as recent modifications to facilities that might impact security.

**Inspector General:**

- Maintained and updated the County of Sacramento Office of Inspector General web-site;
- Met with various community groups and individuals to gain insights and concerns;
- Networked with the Sacramento Sheriff's Department (SSD), Risk Management, and OCIT on data collection;
- Processed complaints and inquiries from the public;
- Reviewed all complaints of excessive use of force;
- Continued Project Horizon, a "think-tank", a multi-disciplinary endeavor aimed at redirecting causative behavior linked to claims, lawsuits, and complaints.

**SIGNIFICANT CHANGES FOR 2009-10:****Office of Compliance:**

- The Office of Compliance, Internal Services Agency, will continue to work with the Department of General Services, Procurement Division to identify those current and future countywide contracts that must be amended to include HIPAA Business Associate language. Business Associate language will be updated as contracts are renewed, or new contracts are established, to respond to changes in federal standards imposed by the American Recovery and Reinvestment Act.
- Countywide outreach will continue, in order to educate the workforce on the importance of safeguarding sensitive data.
- The Office will continue, in order to fulfill mandated oversight activities, audits of HIPAA covered component sites, focusing on those sites that have been identified as posing the highest risk for information breaches, as well as recent modifications to facilities that might impact security.

**SIGNIFICANT CHANGES FOR 2009-10 (CONT.):****Inspector General:**

- Complete audit of SSD jail operations;
- Complete Project Horizon Prospectus;
- Publish 2009 Annual Report;
- Facilitate follow up workshop of the Sheriff Outreach Community Advisory Board on SSD service benchmarks

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		UNIT: 6050000 Personnel Services DEPARTMENT HEAD: DAVID DEVINE CLASSIFICATION FUNCTION: GENERAL ACTIVITY: Personnel FUND: GENERAL			
SCHEDULE 9 BUDGET UNIT FINANCING USES DETAIL FISCAL YEAR: 2009-10					
Financing Uses Classification	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Salaries/Benefits	14,941,245	28,424,632	30,192,035	28,320,447	25,890,718
Services & Supplies	3,882,251	4,666,328	6,279,659	5,454,581	5,194,464
Other Charges	0	0	5,000	0	0
Interfund Charges	0	116,736	116,736	116,946	116,946
Intrafund Charges	1,364,858	1,941,333	2,352,943	2,744,826	2,744,826
<b>SUBTOTAL</b>	<b>20,188,354</b>	<b>35,149,029</b>	<b>38,946,373</b>	<b>36,636,800</b>	<b>33,946,954</b>
Interfund Reimb	-96,211	-542,635	-422,163	-711,910	-711,910
Intrafund Reimb	-4,756,213	-19,864,615	-21,745,442	-21,516,734	-19,685,865
<b>NET TOTAL</b>	<b>15,335,930</b>	<b>14,741,779</b>	<b>16,778,768</b>	<b>14,408,156</b>	<b>13,549,179</b>
Prior Yr Carryover	1,230,393	0	0	-54,574	-54,574
Revenues	6,879,703	14,672,698	16,778,768	14,462,730	13,603,753
<b>NET COST</b>	<b>7,225,834</b>	<b>69,081</b>	<b>0</b>	<b>0</b>	<b>0</b>
Positions	312.3	297.3	314.3	286.3	270.1

**PROGRAM DESCRIPTION:**

The Department of Personnel Services is responsible for providing central personnel, employee benefits and risk management services. The work activities of the Department include:

- Administering the County Classification Plan, developing county job classification specifications, collecting salary information, and recommending salaries for County classes.
- Designing job-related examinations for county classes, administering County Civil Service examinations, and certifying eligible candidates for employment.
- Providing pre-employment physical examinations for new county employees; providing consultation to the Employee Retirement Fund and the Workers' Compensation Fund; and monitoring employee health and safety programs.
- Managing contracts and administering employee benefits programs: employee and retiree health and dental plans; Consolidated Omnibus Reconciliation Act (COBRA); Dependent Care Assistance program; Employee Assistance program; Internal Revenue Service Section 125 Cafeteria Plan; Employee Life Insurance; Family Medical Leave Act; Taxable Equity Financial Responsibility Act; and Deferred Compensation (Internal Revenue Code Section 457).



**PROGRAM DESCRIPTION (CONT.):**

- Managing college education at the worksite (County Campus), skills-based training programs, and employee development services; providing support for the Customer Service and Quality movement in the County; and providing countywide and department-specific training services.
- Providing department-specific human resources (HR) services and support to the County's operating departments.
- Processing personnel and payroll transactions, including the processing of employees into and out of county service, processing and screening of payrolls, and administering State Disability Insurance payroll integration.
- Providing training and technical assistance to county agencies and departments and coordinating compliance with laws that prohibit discrimination against persons with disabilities; providing staff and administrative support to the County's Disability Advisory Committee and subcommittees.
- Providing Equal Employment recruiting and monitoring; providing staff assistance to the County's Equal Employment Opportunity Committee; advising county agencies and departments on Equal Employment policies; and representing the County and assisting county agencies and departments in responding to state and federal Equal Employment Opportunity compliance agencies.
- Administering the County's Unemployment Insurance program, Liability/Property Insurance program, Workers' Compensation Insurance program, and Safety/Accident Prevention and Industrial Hygiene programs.

**MISSION:**

The Department of Personnel Services provides quality personnel services to county departments and the community in a fair, timely, and equitable manner, and provides risk management services and employee benefits programs that protect the County's financial and human resources

**GOALS:**

- Maintain an open, welcoming environment for current and prospective county employees.
- Integrate automated recruitment, application, and hiring procedures to streamline the hiring process.
- Improve outreach to under-represented groups.
- Improve career development opportunities for county employees.
- Provide accurate and timely central personnel services.
- Administer employee benefits and risk management programs in response to countywide workforce changes.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Completed the analysis and made a recommendation regarding self-funding the employee dental and vision plans. Maintained the fully insured dental plan and implemented a new fully insured vision plan.
- Completed Government Accounting Standards Board (GASB) 43/45 analysis for Other Post Employment Benefits (OPEB) liabilities.
- Released a Request for Qualifications for Third Party Administrator for Flex Plan and renewed current contract through December 2010.
- Implemented an on line benefit enrollment for open enrollment.
- Analyzed the potential and current preferred compensation 457 participants to develop a targeted education and communication plan that was sent to terminated employees.
- Continued to update all Deferred Compensation procedures to ensure compliance with the new plan document, regulations, and changes in the vendor processing.
- Assumed the lead role as HR processes owner in the planning, testing and roll-out of the recent SAP/Comprehensive Online Management Personnel and Accounting System for Sacramento County (COMPASS) system upgrade to version 6.0. Upgrade was successfully implemented in March 2009.
- Successfully developed and conducted a computer based training program used by all end-users prior to the implementation of the new upgraded system.
- Administered Fiscal Year 2008-09 negotiated contract changes for twenty-nine separate representation units, four unrepresented units and former employees. The changes included basic pay, Cost of Living Adjustment (COLA), equity adjustments, special pay types and new/changed wage differentials.
- Conducted acceptance testing and developed related user training materials for the annual COMPASS Human Resources Service Package/Legal Change Package.
- Developed and implemented department-level training related to the roll-out of Employee Self-Service (ESS) and Manager Self-Service (MSS) to a pilot group of 150 end users.
- Implemented new business processes and procedures to improve the efficiency in the approval and processing of Salary Resolution Amendments and position control information.
- Reduced number of days required to implement Salary Resolution Amendment (SRA) changes into COMPASS for Board of Supervisors approved items from 1.5 to 1.3 days.
- Delayed testing and validating Human Resources Information System (HRIS) upgrade enhancements scheduled for Phase 2 implementation due primarily to other, more critical county wide initiatives.
- Delayed identifying and prioritizing key business processes to be improved related to Personnel Actions and Information Delivery (PAID) due to other, more critical, county wide initiatives.
- Re-designed HR system security needs and requirements (including new approval procedures) based on the needs of the newly re-organized DPS.
- Developed and delivered thirteen new HRIS training courses to Departmental staff.
- Produced monthly status reports on Sexual Harassment Training and Vacancy Aging for Department use.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09 (CONT.):**

- Reviewed, submitted, tested and implemented 153 Service Requests as the HR Business Owner.
- Employee Health staff participated in the Annual Performance Measurement Program.
- Employee Health staff participated in the Customer Service Training Program.
- Continued scanning “microfiche” documents into FileNet.
- Employee Health staff completed the Injury Prevention Policy Training.
- Developed an annual classification plan that more efficiently meets the needs of the County.
- Standardized the county’s classification study process and related forms and templates to reduce the average time to complete class studies.
- Provided training to staff on the standardized process, forms and templates.
- Implemented electronic notification system for examination results.
- Implemented automatic scoring of examinations, decreasing the amount of time needed to create an eligible list.
- The majority of eligible lists for county jobs were established within ninety days of a department’s request for a list of qualified candidates.
- Implemented expanded distribution list for job announcements in order to broadly publicize county job opportunities.
- Developed the Workforce Learning Program for Leads, but delayed the implementation of this program and the other Workforce Learning and Career Development Programs due to thirty-eight percent reduction of staff in department.
- Provided Discrimination and Harassment Prevention training to 1,809 leads, supervisors, and managers with 598 taking the course in-person and 1,211 taking the course on-line. Incorporated Discrimination and Harassment training in New Employee Orientation (NEO) and provided in-person training to 6,037 county staff.
- Completed significant changes to New Employee Handbook, Workforce Learning Catalog and Leadership and Organizational Development (L&OD) website which made the website easier to navigate and be more interactive.
- Developed detailed written instruction on many of the activities performed by the Training Coordinator in the Training and Development Event Module in COMPASS.
- Delayed the exploring of different learning mediums due to thirty-eight percent reduction of staff.
- Medical Functional Team met and has a panel presentation/training scheduled for the end of October 2009.
- The Family and Medical Leave Act (FMLA) Best Practices team assisted in the newly revamped FMLA training which was developed and is being delivered by both L&OD and Department Services Division (DSD) FMLA Coordinators.
- Further progress on Best Practices and functional teams was hampered by the downsizing of the County and the need to prepare layoff letters and provide layoff assistance to serviced departments.
- Placed the five year Self Evaluation Plan update for all facilities on hold due to budget cutbacks.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09 (CONT.):**

- Coordinated changes to categories of race data collection and reporting to meet federal reporting requirements.
- Resurveyed entire county workforce to give option of self-designating as “Two or More Races” in order to comply with federal reporting requirements.
- Submitted required EEO-4 report to federal Equal Employment Opportunity Commission electronically to minimize paperwork.
- Submitted EEO Plan for federal Department of Justice electronically to minimize paperwork and meet grant requirements.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Identify efficiencies to provide required services with less staff.
- Monitor and prepare responses for Health Reform.
- Work with labor relations to develop a negotiation strategy regarding employee benefits.
- Comply with new Center for MediCal and Medicare Services reporting requirements and Department of Treasury American Recovery and Reconciliation Act COBRA subsidy notification and reporting requirements.
- Change the method of deferred compensation contributions to facilitate easier contribution increases and plan administration.
- Develop a roll-out plan for the county-wide implementation of Self-Service, to include identifying required resources/processes, and estimated timelines for department-by-department implementation.
- Place two additional Departments on Self-Service.
- Develop and conduct end-user training on Self-Service for each employee group placed on the service.
- Administer/implement Fiscal Year 2009-10 negotiated contract changes for twenty-nine separate representation units, four unrepresented units and former employees. The changes include basic pay, COLA, equity adjustments, special pay types and new/changed wage differentials.
- Administer budget reduction mitigation agreements between Labor Relations and Represented Employee Organizations.
- Conduct acceptance testing and develop related user training materials for the annual COMPASS Human Resource Service Package/Legal Change Package.
- Continue to update all Deferred Compensation procedures to ensure compliance with the new plan document, regulations, and changes in the vendor processing.
- Work with Fidelity to ensure that their Deferred Compensation processes are consistent with the County.
- Implement county decisions to layoff staff due to budget reductions, which includes developing process timelines, producing seniority lists, updating employee information on the COMPASS system and providing tracking data.
- Continue the elaboration with Information Technology staff regarding automation of scheduling physical appointments.

**SIGNIFICANT CHANGES FOR 2009-10 (CONT.):**

- Conduct pre-employment physical/drug testing requirement survey and review.
- Implement and administer the annual classification plan.
- Provide training to staff on the county pay plan and compensation practices.
- Develop and implement a career advisement/guidance program within the Employment Office for county employees in order to assist county employees in determining what positions are a match for their skills sets and experience.
- Due to cancellation of 71-J contracts, develop and present in-person training for Discrimination and Harassment training through AB 1825 training to leads, supervisors, and managers and Mutual Respect in the Workplace for county staff.
- Create a location on the Leadership and Organizational Development web site which is called Choices....Reinvent, Reengineer and Renew and include quotes, pictures, MHN and other web sites and articles on managing change and stress.
- Develop and implement additional classes for supervisors and leads that provide an overview of available leave types and governing regulations and policies.
- Create and present classes on a variety of topics for lead workers that are included in the Lead Program.
- Offer to county supervisors and managers' workforce learning sessions on coaching employees during these challenging times.
- Provide assistance to departments in meeting budget reduction goals through personnel actions such as layoffs and position reductions.
- Continue to maintain/create functional teams and to develop Best Practices in order to provide the best possible human resources advice and assistance to our serviced departments.
- Explore conflict resolution programs as alternates to formal complaint process.

**SCHEDULE:**

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: UNEMPLOYMENT INSURANCE 040A		ACTIVITY: Unemployment Insurance UNIT: 3930000	
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	1,376,155	2,021,133	2,021,133	2,021,133	2,021,133
<b>Total Operating Rev</b>	<b>1,376,155</b>	<b>2,021,133</b>	<b>2,021,133</b>	<b>2,021,133</b>	<b>2,021,133</b>
Services & Supplies	1,290,664	1,677,008	2,006,121	2,005,630	2,005,630
Other Charges	17,531	13,582	15,012	15,503	15,503
<b>Total Operating Exp</b>	<b>1,308,195</b>	<b>1,690,590</b>	<b>2,021,133</b>	<b>2,021,133</b>	<b>2,021,133</b>
Residual Eq Trn Out	0	1,222,561	1,262,730	0	0
<b>Total Nonoperating Exp</b>	<b>0</b>	<b>1,222,561</b>	<b>1,262,730</b>	<b>0</b>	<b>0</b>
<b>Net Income (Loss)</b>	<b>67,960</b>	<b>-892,018</b>	<b>-1,262,730</b>	<b>0</b>	<b>0</b>

**PROGRAM DESCRIPTION:**

Sacramento County is self-insured for all Unemployment Insurance claims. The Unemployment Insurance program is administered by the Department of Personnel Services, which provides centralized, uniform administration of Unemployment Insurance claims. The costs of Unemployment Insurance claim payments and administration are allocated to each county department.

**MISSION:**

The mission of the Unemployment Insurance program is to provide centralized, uniform administration of Unemployment Insurance claims.

**GOALS:**

- Manage the County costs and liability associated with the filing of Unemployment Insurance claims.
- Ensure that only eligible claimants receive Unemployment Insurance benefits.
- Work with departments to develop understanding of Unemployment Insurance benefits to assist in proper claim management.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Completed the delivery of two Unemployment Insurance (UI) training workshops to Department Services' staff to increase their understanding of the claim process and improve the effectiveness of the Claim Management process.
- The percentage of claims disputed by the County receiving a favorable determination by the State of California Employment Development Department (EDD) was increased to ninety percent, surpassing the original goal of eighty-two percent.
- Approximately \$1.2 million in budget equity transfers was made to county departments.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Due to the unprecedented number of layoffs resulting from the budget reduction process, the associated UI claims and the increased number of UI claims due to reemployment of laid off employees as temporary workers, the percentage of claims disputed by the County receiving a favorable determination by the State of California EDD, is expected to be lower than the Fiscal Year 2008-09 actual of ninety percent. Our goal is to achieve an eighty percent favorable determination rate from EDD.
- Develop and implement an updated policy and procedure that includes recent changes in law that limit a former employee's ability to return as a Retired Annuitant if they received UI compensation during the proceeding twelve periods.

# WORKERS' COMPENSATION INSURANCE

3900000

## SCHEDULE:

COUNTY OF SACRAMENTO STATE OF CALIFORNIA County Budget Act (1985)		FUND: WORKERS COMPENSATION INSURANCE 039A ACTIVITY: Workers' Compensation Insurance UNIT: 3900000			
SCHEDULE 10 OPERATIONS OF INTERNAL SERVICE FUND FISCAL YEAR: 2009-10					
Operating Details	Actual 2007-08	Actual 2008-09	Adopted 2008-09	Requested 2009-10	Adopted 2009-10
Charges for Service	32,155,722	31,898,574	30,407,887	25,480,746	10,074,017
<b>Total Operating Rev</b>	<b>32,155,722</b>	<b>31,898,574</b>	<b>30,407,887</b>	<b>25,480,746</b>	<b>10,074,017</b>
Services & Supplies	21,792,532	23,531,755	31,977,415	30,441,581	30,288,607
Other Charges	489,144	525,541	566,169	559,165	474,281
<b>Total Operating Exp</b>	<b>22,281,676</b>	<b>24,057,296</b>	<b>32,543,584</b>	<b>31,000,746</b>	<b>30,762,888</b>
Aid-Gov'n't Agencies	45,378	-1,208	0	0	0
Other Revenues	378,548	215,245	20,000	20,000	188,871
Other Financing	0	1,640	0	0	0
<b>Total Nonoperating Rev</b>	<b>423,926</b>	<b>215,677</b>	<b>20,000</b>	<b>20,000</b>	<b>188,871</b>
Reserve Provision	5,221,082	0	0	0	0
<b>Total Nonoperating Exp</b>	<b>5,221,082</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Income (Loss)</b>	<b>5,076,890</b>	<b>8,056,955</b>	<b>-2,115,697</b>	<b>-5,500,000</b>	<b>-20,500,000</b>

## PROGRAM DESCRIPTION:

Sacramento County is self-insured for all Workers' Compensation Insurance claims. The Workers' Compensation Insurance program is administered by the Department of Personnel Services, which provides centralized, uniform administration of Workers' Compensation Insurance claims. Costs associated with Workers' Compensation Insurance claims payments and administration are allocated to county departments.



**MISSION:**

The mission of the Workers' Compensation Office is to handle claims for injuries and illnesses which occur on the job in a expeditious manner while protecting the interests of the County through application of good risk management and financial practices.

**GOALS:**

- Provide Workers' Compensation benefits per legislative mandates, county ordinance, and applicable statutes.
- Assist injured employees in returning to work as soon as medically appropriate.
- Administer the Workers' Compensation program using good customer service practices, providing information to injured employees, and treating all parties with courtesy and respect.

**SIGNIFICANT DEVELOPMENTS DURING 2008-09:**

- Implemented statutory and regulatory changes mandated by state Workers' Compensation law.
- Continued to track legislation that may impact operations.
- Continued monthly training for Workers' Compensation staff, and implemented state training requirements.
- Continued quarterly Workers' Compensation meetings for department coordinators.
- Continued development of integrated process for reviewing and managing multi-disability claims, completing updates for Family Medical Leave Act (FMLA), and completion of modules for General Leave, and Jury Duty
- Passed California State Association of Counties (CSAC) - EIA (Excess Insurance Authority) audit.
- Began creation of Workers' Compensation Integration Manual.
- Continued process improvements to enhance quality claim handling and customer service through performance measures and accountabilities.

**SIGNIFICANT CHANGES FOR 2009-10:**

- Implement statutory and regulatory changes mandated by state and other applicable legislation.
- Analyze and track further anticipated changes in Workers' Compensation law.
- Monitor continuing education requirements for staff and confirm compliance
- Continue development of an integrated leave policy and process, focusing on modules non-disability leave and State Disability Insurance.
- Continue process improvements to enhance quality claims handling and customer service through performance measures and accountabilities.
- Complete creation of Workers' Compensation Integration manual.
- Complete Request For Proposal process for Conflict Claims Administrator.